

**Ashland Family YMCA  
YMCA Camp DeBoer  
Job Description**

Job Title: Camp Operations Manager  
Reports to: CEO/Executive Director  
Status: Year-round/Full Time

**GENERAL CAMP INFORMATION**

YMCA Camp DeBoer is a camp and conference center located on the beautiful shores of Lake of the Woods, Oregon. Having just opened in 2021, camp facilities include a brand-new lodge and dining hall, outdoor pavilion, amphitheater, cabins, and shower houses. The Camp Operations Manager will assist with a variety of camp operations as well as ensuring that the mission, purpose, image and core values of the Ashland Family YMCA is conveyed.

\*This position is also open to couples/domestic partners with specific skill sets or experience. Couples have the opportunity to potentially split Camp Operations Manager duties and operate as a team, or have partners fill other camp positions. Possible examples include: couples who have combinations of food service experience, maintenance/trade skills, summer camp experience, nursing/health care, or other relevant experience. Applicants who fall into this category are urged to reach out with any questions or ideas. We are open to hearing out all possible scenarios.

**POSTION SUMMARY**

This position supports the work of the YMCA, a leading nonprofit organization committed to youth development, healthy living, and social responsibility. Under the direct supervision of the CEO/Executive Director of the Ashland Family YMCA, the Camp Operations Manager must be able to work independently to perform routine and non-recurring duties using the knowledge of YMCA practices, policies, and organization as related to all matters of the camp. The Camp Operations Manager will exercise discretion and independent judgment in processing matters not requiring the supervisor's attention. Works year round to promote the use of camp by groups that are compatible with the Ashland Family YMCA's mission. When individuals and groups are on site, the Camp Operations Manager will act as a host to attendees to make all stays as enjoyable as possible while adhering to camp policies. They will also ensure that the facilities and grounds of camp are maintained in excellent condition to provide positive experiences for all participants.

**ESSENTIAL FUNCTIONS**

1. Ensure camp is functional, well-maintained, safe, and clean for all participants before arrival. Inspect activity areas to ensure no hazards are present and sets boundaries for the safety and well-being of the participants.
2. Organize and prepare facilities for special rental events, family camps, summer resident camp, outdoor school, and all other camp/conference functions.
3. Greet campers and camp guests, answers questions, and support participants with all their camp needs.
4. Recruit, hire, train, and supervise all custodial, maintenance, and kitchen staff as needed and within budget.
5. Plans for and supervises the upkeep of main program areas, facilities, and equipment; i.e. waterfront, dining hall, camper cabins, archery, and other camp areas.
6. Assures compliance with state and local safety regulations.

7. Actively market, promote and secure rental groups such as family retreats, wedding parties, church groups, corporate groups, service clubs, etc.
8. Work within all established spending policies, adhering to operating budget restrictions.
9. Provide program support to assigned areas in camp once trained in specific area, such as, but not limited to the program and recreation activities provided by camp.
10. Models the YMCA Core Values of caring, honesty, respect, and responsibility. Maintain a positive role model attitude.
11. Performs other duties as assigned.

## **QUALIFICATIONS**

1. Experience in a residential camp setting preferred (or equivalent experience).
2. Ability to connect with people of all ages and diverse backgrounds.
3. Ability to create and keep deadlines, stay organized and work in a fast paced environment.
4. Working knowledge of fiscal and budget management preferred.
5. Competent verbal, written, and digital communication skills including word processing and software programs.
6. Strong public relations, marketing, and communications skills to attract and retain customers.
7. Ability to read and interpret instructions, forms, procedures, manuals, and other documents.
8. Basic understanding of the upkeep and care of maintenance equipment and cleaning methods.
9. Secure and maintain CPR/AED/First Aid certification.
10. Must successfully pass a criminal background check.

## **WORK ENVIRONMENT & PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

1. Sufficient physical strength to lift up to 50 lbs. and agility to carry out essential duties.
2. Ability to work with paint, cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, powder, spray, and aerosol forms.
3. Ability to operate motorized vehicles as needed.
4. Ability to work in conditions that will create dirt and dust.
5. Ability to perform essential maintenance to the facilities or equipment which may involve, but not limited to the following activities: semi-reaching to full-reach overhead; crouching; kneeling; shoveling; carrying; working in narrow and/or confining spaces underground, overhead, and at ground level; twisting of the waist, shoulders, and legs; and lying on stomach and/or back.

## **BENEFITS**

1. Competitive Compensation Based on Experience.
2. Residence on site with availability for spouse/domestic partner.
3. RV site with hook-ups if desired.
4. Utilities are provided at no cost.
5. Meals available at no cost when being prepared for guests and participants on site.
6. Any other benefits as outlined by the Ashland Family YMCA Employee Handbook.

**SIGNATURE**

The statements of this job description are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. I have reviewed and understand this job description.

Employee's name \_\_\_\_\_ Employee's signature \_\_\_\_\_

Today's date: \_\_\_\_\_

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