

Spencer Lake Christian Center Camp Administrator

Position Summary: In collaboration with the Wisconsin/Northern Michigan Ministries Network, Spencer Lake Christian Center (SLCC) Executive Camp Administrator is responsible for the leadership, marketing, strategic vision, long-term planning and operations of SLCC.

Reports to: District Superintendent and accountable to District Executive Team and Board of Presbyters.

Desired Qualifications/Experience:

- BA in Business/Marketing with 3 – 5 years' experience in business management and marketing.
- Strong leadership and interpersonal skills, effective communication skills.
- Excellent administrative skills.
- Visionary (innovative thinker and planner).
- Devoted follower of Jesus Christ with lifestyle consistent with Wisconsin Northern Michigan Ministries Network values and Spencer Lake mission.
- Experience in Christian camping, conference and retreats.

Skills/Abilities:

- Ability to fulfill the mission and vision of SLCC along with the Wisconsin Northern Michigan Ministries Network.
- Ability to relate positively, influentially, and sensitively to a broad audience.
- Proven successful leadership experience; ability to build team unity and motivate them to work together toward a common mission.
- Ability to plan, manage, and report budgets proficiently; exceptional financial management skills.
- Ability to deal with complex situations or issues and make effective, timely and appropriate decisions.
- Excellent organizational skills; ability to multi-task and manage a variety of tasks.
- General trades experience including carpentry /electrical / plumbing / landscaping.
- Knowledgeable of building regulations, laws and codes.

Responsibilities:

- Develop and execute a master plan for facility/campground.
- Manage monthly financial progress against budget and report to the Network Finance Committee as requested.
- Implement organizational planning that evaluates process, procedure, design, forecasting, and structure for camp ministry.
- Primary liaison between Spencer Lake leaseholder community and district/camp organization.
- Manage and continue to build financial support base.
- Work with all operations teams to plan, organize, and execute camp programs.
- Establish standards for recruiting and hiring practices and procedures for summer staff.
- Promote camp through events, webpage and social channels that attract desired audience.
- Membership and participation in applicable CCCA and AG Camp Network meetings.
- Spencer Lake Memorial Park; oversee and manage cemetery operations.
- Establish and maintain an advisory board to support mission and vision.
- Maintain safe environment and manage compliance to safety and health codes.