



Camp Manager (full-time, year-round position)

Job Overview: We are seeking a Camp Manager to oversee the daily operations and administration of our camp. The Camp Manager will be responsible for ensuring a safe and enjoyable experience for all campers and guests, managing staff, coordinating activities, and maintaining camp facilities.

Duties and Responsibilities

- Develop & implement camp programs that align with LCMS Theology
- Address and resolve camp issues as they arise.
- Create a positive inclusive Christ centered camp environment.

Camper and Guest Experience:

- Plan and coordinate, along with incoming group leaders, activities and events for campers and guests
- Ensure all camp facilities are clean, well-maintained, and safe for campers and guests
- Develop and maintain positive relationships with campers, guests, volunteers, and their families

Summer Staff Training, Volunteer, and Leadership:

- Manage and supervise camp staff, including counselors, directors, and on-site support staff
- Work with LCMS ND District pastors and the Shepherd's Hill board for support and development of counselor training programs
- Recruit and train volunteers and seasonal staff
- Foster a positive and supportive work environment for all staff and volunteers.

Site Management:

- Ensure compliance with all applicable laws and regulations
- Develop and oversee camp policies, procedures, and safety protocols
- Implement and enforce all camp rules and regulations
- Oversee administrative tasks such as registration & record keeping

Financial Oversight:

- Work with SHEPHERDS HILL Board, in conjunction with the treasurer and accountant information, to set and manage camp budgets and finances
- Oversee and monitor expenses and revenue to ensure financial goals are met
- Seek out opportunities for additional revenue streams

Marketing and Planning:

- Develop and execute marketing plans to attract campers, guests and volunteers
- Develop and foster relationships with potential and current donors

- Collaborate with LCMS pastors and their congregations, and ministries, to promote the camp
- Oversee generation & publishing of at least weekly content via social media
- Engage with surrounding communities & organizations to promote camp and its mission
- Develop short-term and long-term strategic plans for the camp

Qualifications:

- Must be a member in good standing of a congregation of the Lutheran Church—Missouri Synod.
- Desire to lead a camp ministry that is consistent with Lutheran Church Missouri—Synod theology and ethics
- Be able to accommodate and work with outside groups that may or may not be faith based
- Be able to work closely with Shepherd's Hill Board and the LCMS ND District congregations.
- Adaptable to changing schedules, situations, and environments
- Ability to work independently, be self-motivated, and be resourceful in fulfilling job duties
- Works well across a variety of age groups and developmental levels
- Demonstrates good public speaking and relationship-building skills
- Must be able to perform the physical tasks this job demands: on-call availability (at times overnight), and perform tasks required for immediate maintenance.
- Must be willing to receive and maintain necessary certifications such as CPR, First Aid, and others as required by Rolette County, North Dakota, and the Lutheran Church—Missouri Synod in North Dakota.
- Be willing to visit churches and ministries in ND and the surrounding areas on a regular basis
- Camp manager must reside at Shepherd's Hill at the Crossroads on-site residence, as included in the salary package.

Compensation Package

The compensation package includes a base salary, housing and utility expenses, travel expenses, and a health care stipend. Overall, this package aims to provide a comprehensive and attractive compensation offer for the Camp Manager.

Application Instructions: Please email a cover letter, resume, and three references submitted to Applications@shretreat.org.