x

Elizabeth L. Evans Outdoor Education Center
Canters Cave 4-H Camp

1362 Caves Rd.
Jackson, OH 45640
https://4hcanterscave.osu.edu

Canter's Cave 4-H Camp

Job Title: Camp Manager

Classification: *Full Time, Exempt*

Reports to: Board of Directors (designee)

Send resume and cover letter and any questions to:

Josh Winters, Camp Board Personnel Chair

740-339-9228, winters.249@osu.edu

Position Purpose:

The Camp Manager directs the overall business operation of the camp on a year-round basis, including purchasing, physical facilities management, personnel management and hiring, client booking, maintaining the calendar of events, customer service, and financial records. The position involves considerable independent work as well as being an effective member of a team.

Major Challenges:

Challenges to this position include multi-tasking, aggressive deadlines, reporting to a board of directors with changing officers, a broad spectrum of duties and a large span of control. Work hours are variable and will require evening and weekend hours as needed for groups and summer programs.

Essential Job Functions:

1. Manage the daily operations of the camp business.
   - Oversee day-to-day food service business, including purchasing, inventory control, scheduling, record keeping, meal planning and preparation; in conjunction with the food service manager;
   - Maintain Health Department regulations as they pertain to food service, lodging, pool and other facilities;
   - Supervise staff assigned to assist in the kitchen and grounds;
   - Supervise seasonal program staff members and provide leadership to program staff;
   - Manage overall finances of the camp and inform the board of directors of income and expenses on a monthly basis in consultation with Board Treasurer;
   - Manage incoming and outgoing mail, telephone messages, social media messages and emails as it pertains to the operation of the facilities;
   - Recruitment and retention of new and existing groups to maximize the utilization of facilities.
   - Business development and active participation in seeking revenue, grant opportunities, and new business recruitment.
2. Oversee the inventory and ordering of business, program, and office supplies. Arrange for the routine maintenance of the camp property and buildings.
   - Maintain inventory and ordering of consumable supplies and food items;
   - Ensure camp owned equipment is in good operating condition;

- Promote practices that seek to reduce waste, and promote good stewardship of camp resources;
- Manage camp revenues, recommend expenditures, and provide management of canteen operations.

3. Manage all customer service and communication functions with customers and vendors.
   - Answer phone and e-mail communications related to general group bookings and general camp operational questions;
   - Refer concerns to appropriate members of the board of directors or camp board president in a timely manner.
4. Provide leadership to the management and record keeping vital camp documents and information.
   - The American Camp Association yearly reports and accreditation documentation;
   - Responsible for the collecting and filing of human resource forms from camp staff;
   - Record, file, summarize and prepare reports related to camp facility usage.

Other Job Duties:
The camp manager is responsible for all operations of the camp facilities, business operations, day to day food service operations, maintenance, and facility rental. The list of job duties is extensive but not complete. The board of directors understands and expects that new job duties will arise for the camp manager.

Relationships:
The camp manager will need to develop and maintain effective working relationships with employees, customers, vendors, camp board members, and Ohio State University personnel. Building a positive relationship with the Ohio 4-H Shooting Sports Coordinator is vital to the initial success of the position. Flexibility and adaptability while serving clients are necessary attributes for the camp manager.

Equipment Used:
Includes computers, printers, copiers, fax machines, and telephones. Also will use kitchen equipment, basic cleaning supplies, etc.

Qualifications: *(Minimum Education and Experience, Knowledge, Skills and Abilities)*
- Experience in business, budget management, employee relations is required.
- Knowledge of and experience in ordering, inventory, cash management, and office equipment use are also highly suggested.
- Ability to work within a budget and purchase supplies efficiently.
- College degree or commensurate life experience are required. This position has a very broad task list, so many disciplines and backgrounds could be considered.
- A positive attitude and support of the Camp's mission are also required.

Physical Aspects of the Job:
- Ability to effectively communicate orally and in writing.
- Ability to safely and properly operate business equipment.
- Manual dexterity to utilize computer and other office equipment.
- Many contingencies arise at camp, the job can be very physical at times, especially when helping with food service or event setup.
- Ability to effectively multitask and deal with frequent interruptions.

Salary Range:
Yearly salary range will be between $28,000 and $39,000, to be negotiated based on experience and qualifications.

To apply:
Send a cover letter explaining your interest and qualifications and resume with references to Josh Winters, Camp Personnel Chair, winters.249@osu.edu. Please direct any questions by email or phone 740-339-9228. Successful completion of a criminal history background check is required.

Position Closes: Open until filled.

About Canter's Cave:
Canter's Cave is a 4-H Camp located in southern Ohio, it is situated in Jackson Township in northeastern Jackson County just east of U.S. Route 35. 4-H bought Canter's Cave in 1949 and later expanded the holdings to more than 350 acres. Canter's Cave serves as the site of summer camps for 4-H programs in 10 counties: Adams, Brown, Gallia, Highland, Jackson, Lawrence, Meigs, Pike, Scioto and Vinton. These counties make the camp corporation who own the facility. Most of the camp activities are held at the Elizabeth L. Evans Outdoor Education Center which is named for the family of Bob Evans, a famous restaurateur. Additionally, the camp facility boasts multiple cabins, leadership center, year-round housing facilities, pool, pond, shooting ranges and hiking trails leading to the numerous caves on the camp property. Canter's Cave is also the site of numerous other activities such as banquets, weddings, retreats, outdoor historical seminars and trade fairs.

Mission
Serving youth and adults - The Elizabeth L. Evans Outdoor Education Center provides an environment for the social and educational development of youth and adult groups through resident camping, retreats, seminars and other programs and events.