



UNION BAPTIST CHURCH
DURHAM, NC

CAMP MANAGER

Position Overview:

Union Baptist Church seeks an organized, emotionally intelligent Christian to oversee and further the mission of The Zone Sports and Enrichment Camp through the coordination and management of program, people, and procedures.

Attributes of All Staff Members:

Certain characteristics are essential for our work culture and staff to provide high quality ministry to members and the community. We look for the following qualities in successful staff members:

- A commitment to one's faith and God's call to serve
- A commitment to carry out Union Baptist Church's mission, vision and core values
- Service with compassion and humility
- The wisdom to maintain appropriate confidentiality
- A hospitable, and welcoming attitude toward staff, members and the community
- The ability to effectively resolve interpersonal conflicts with others
- A positive attitude and passion for one's work
- The ability to graciously give and receive constructive feedback
- The skills to work well with teams and create a trusting work environment
- Flexibility, adaptability, dependability
- A sense of humor

Essential Functions & Responsibilities:

- Oversee the daily operation of the summer camp including food service, sports activities, enrichment activities, finances, camper, and staff supervision.
- Coordinate food service: Oversee management of the meals and snacks through supervision of Logistics Manager. Ensure timely and cost-effective order placements, and efficient delivery.
- Oversee camp financial management: Process tuition payments and approve requests for expenditures; make reservations and process payment request to cover fees for field trips, sports venues, and guest speakers. Manage a balanced budget.
- Serve as the point of contact to coordinate volunteers, such as student athletes or church members. Ensure all background checks have been completed.
- Maintain camper, volunteer, and staff information.
- Present weekly sports and enrichment programming to Executive Minister for final approval.
- Lead pre-camp leader training.
- Create and manage communication plan with parents, campers, leaders, staff, volunteers.
- Prepare an end of camp report to review finances, programs, and future recommendations.
- Oversee check-in/check-out procedures.



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- Attend training sessions as needed.
- Complete any tasks that may arise related to the success of the summer camp program.

Skills & Characteristics:

The Camp Director will work collaboratively with internal and external individuals to ensure the success of the camp operation. These individuals and groups include but are not limited to: the Executive Minister, the Senior Pastor, area University contacts, third-party vendors, and parents or guardians. Many of the people who support The Zone are volunteers, so the Camp Director must be able to lead, inspire, and manage them effectively.

The ideal candidate exhibits the following qualities:

- Values people
- Administratively gifted
- Vision driven
- Strong problem solver and be able to deal professionally and maturely with other people
- Delegates authority but not responsibility
- Attentive to detail
- Collaborative leader

Qualifications & Requirements:

Physical Requirements:

- Move equipment weighing up to 50 pounds
- Remain in a stationary position for extended periods of time
- Occasionally ascends/descends a ladder to service equipment
- Position self to service equipment under desks, below platforms or in closets

Job Type: Part-time. Compensation is based on education, training, and experience.

Union Baptist Church is an equal opportunity employer. All applicants will be considered for employment.