

**Camp Mimanagish**  
**JOB DESCRIPTION**  
**Assistant Camp Director**

**REQUIREMENTS:** Management Experience, Background in Camping Programs, Camp Mimanagish Background Preferred, High School Diploma or GED.

**SUPERVISOR:** Assistant Camp Director reports directly to the Camp Director in cooperation with the Associate Conference Minister.

**SALARY:** \$55.00 per day including Room and Board and 1 paid day off per week.

**SUMMARY OF RESPONSIBILITIES:** Minimum expectations for this position would include, but is not limited to:

- Overall site management including: Staffing
- Supervision · Paid Staff · Volunteers
- Scheduling / Limited Payroll
- Daily Workload
- Conflict Resolution
- Budget / Expenses
- Maintenance Supervision
- Food procurement, preparation, presentation
- Rental Contract Compliance
- Agency Relations Including:
  - US Forest Service
  - Sweet Grass County
  - Other Camp Programs in Area
  - Vendors
  - Churches and Other Ministries
- Periodic Reporting
- Guest Relations
- Smooth Operations of the entire site during period of employment

The Assistant Camp Director position is a crucial position in the Outdoor Ministries program and the candidate filling this role must be a responsible and accountable person and must take direction well from superiors at all times. The Associate Conference Minister and the Committee on Outdoor Ministries is responsible for the success and smooth operations of the Ministry called Camp Mimanagish. The hired Assistant Camp Director is the representative of the before mentioned persons and group and is the onsite representative of them. The camping program is a forever evolving program and an Assistant Camp Director should be accepting to changes in policy and procedure at any time.

Working in a mountainous camping environment can often be stressful and demanding. We would like all applicants to be aware of this.

Period of employment will be negotiated with the Committee on Outdoor Ministries (COM) at time of employment.