



JOB TITLE	Director of Camp Operations
REPORTS TO	Executive Director
OFFICE LOCATION	Camp Lutherwood Oregon
STATUS	Full time, except position (40+ hours a week including nights and weekends) + full benefits

General Responsibility/Purpose

The primary role of the Director of Camp Operations (DOCO) is to lead and execute the operational functions of Camp Lutherwood Oregon (CLWO) in direct support of camp's mission and programs. The DOCO works alongside the management team in the overall management and leadership of Camp Lutherwood Oregon. The Director of Camp Operations will play a central role in growing year-round participation.

The Director of Camp Operations is a year-round, key leadership position responsible for overseeing daily site operations, staff leadership and process management. This key leadership position serves as an essential hub, connecting systems and staff from facility, development, program and strategy perspectives to help build long-term stability and nurture growth. The Director of Camp Operations plays a central role, alongside the Executive Director and Associate Director, in envisioning the future operations of this dynamic, thriving organization. Opportunities to shape these kinds of big-picture goals and contribute significantly toward advancing them requires attention to detail and a commitment to excellence.

Desired Qualifications

- A desire to work in a faith-based organization, with an understanding and appreciation of Lutheran theology.
- Bachelors level degree or equivalent of 5 years of professional experience, preferable in a camp or retreat center setting.
- Good verbal and written communication skills, proficient technology skills
- Demonstrated leadership experience with project management and supervising staff.
- Maturity of judgement and commitment to risk management policies and procedures
- Excellent organizational and planning abilities
- A team player, flexible, enthusiastic and creative
- Strong initiative, resourcefulness, and sense of responsibility

Specific Responsibilities

- Oversee all daily operations of camp in coordination with staff teams to ensure smooth running of the site, facilities, camp programs and rental groups.
- Ensure compliance with Oregon laws, American Camp Association accreditation standards, and Camp Lutherwood Oregon's mission, vision and values.
- Ensure camp is ready for rental groups and programs including housekeeping, staff schedules, and food service.
- Oversee camp schedule: coordinating site projects, camp use, staff time and major projects
- Assist in developing and managing the annual budget
- Assist the management team in long-range planning
- Assist with the implementation of the ACA standards and manage the accreditation process.
- Work alongside the Site Manger to ensure camp infrastructure, land and facilities are maintained, clean and safe.
- Work in cooperation with the Site Manager to ensure proper documentation for all camp procedures such as water system, septic system, pool, building and equipment maintenance.
- Oversee and manage camp's emergency plans
- Oversee the daily functioning of the camp office including technology, phones, copiers, etc.
- In consultation with Program staff, assist in making and implementing decisions to keep campers and staff safe and healthy throughout the summer program.
- Attend professional trainings, seminars and conferences as needed and/or assigned.
- Prepare written reports, inventories and records as needed.
- All other duties as assigned.