



BETHEL HORIZONS FOUNDATION, INC - MADISON, WI

Job Description:
Operations Director

POSITION SUMMARY

This position will provide strategic and visionary direction and guidance for all programs at Bethel Horizons. This direction and guidance will also include the kitchens, housekeeping and hospitality efforts. The Executive Director may call upon this person to help with other administrative duties as seen fit.

AUTHORITY AND RESPONSIBILITY

The Operations Director is accountable to the Executive Director for the quality and delivery of work produced. The Operations Director will supervise the work of the Adamah Program Director, Adventure Director, Environment Education Director and Summer Camp Program Director, Executive Chef and Housekeeping & Hospitality Director. In addition, this position works with individual Bethel Horizons staff as needed for various tasks. The Operations Director will supervise various hourly and volunteer positions to support their work.

HOURS

PART-TIME/FULL-TIME: Full-Time LOCATION: Bethel Horizons – Dodgeville, WI

HOURS PER WEEK: 40+

COMPENSATION: Commensurate with education and experience

ESSENTIAL RESPONSIBILITIES

Administrative

- Assist Executive Director and the Board to set and update the Strategic Plan
- Assist Executive Director with fundraising visits and events as needed
- Assist Executive Director and Finance Committee with budget development
- Serve as liaison to marketing efforts with contracted vendor and collect content from various program areas
- Plan and facilitate weekly staff meetings with Executive Director
- Assist Executive Director in creating and implementing regular staff retreats
- Oversee overall risk management and ensures consistent training expectations and follow through our in place
 - Coordinate American Camp Association process in conjunction with the Executive Director, Property Manager, Executive Chef, and other staff as needed
 - Coordinate the Wisconsin certification process, and other annual inspections as needed.

Supervision

- Recruit, train and mentor all staff and volunteers as needed to carry out all programs
- Directly supervise Adamah Program Director, Adventure Director, Environmental Education Director, Executive Chef, Housekeeping & Hospitality Director and Summer Camp Program Director
 - Provide coaching and support to empower staff to meet their annual goals and hold them accountable to these goals
- Conduct regularly one on one meetings with all direct reports
- Conduct annual review for all direct reports

Program

- Design and implement an evaluation system for all program areas
 - Collect results and review these results on a semi annual basis and use to inform the work of Bethel Horizons
 - Share any urgent feedback with the Executive Director and appropriate staff
- Work with programs to implement the Strategic Plan striving to lead programs to new levels of success
- Set standards for program quality and implementation
- Work with Executive Director to set revenue and expense goals for all programs
- Provide program support as needed

General

- Embody the mission and values of Bethel Horizons
 - Create a culture of welcome where people are honored, included and loved.
 - Effectively communicate the missions and values of Bethel Horizons in a fresh, compelling way
- Stay up to date on industry standards for all programs at Bethel Horizons through ACA and other accreditation entities
- May be called upon to work directly with Board and committees
- Assist with other duties as assigned

QUALIFICATIONS

- Willingness to work in an environment committed to fostering a better understanding of God, Self, Others and Nature.
- 3-5 years of experience in supervising staff and coordinating programs preferred
- Ability to observe and provide appropriate and timely feedback to staff
- Demonstrated leadership experience
- Experienced decision maker
- Holds or willing to obtain First Aid/CPR Certification is preferred
- Ability to take initiative is required
- Strong organizational skills required

WORKING RELATIONSHIPS

- Reports to Executive Director to ensure the quality implementation of all programming
- Works with all Program Directors (Adamah, Adventure, Environmental Education and Summer Camp) to implement programs
- Works with Executive Chef and Housekeeping & Hospitality Director to support all programs, particularly retreats
- Works closely with Office Manager/Registrar to make communications between the administration office and the physical site remain solid and consistent

WORK ENVIRONMENT and Job Specifications

- Primarily perform work in an office, camp and retreat center environment
- Frequently move around the camp, retreat center, and office, and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position.
- Work with frequent interruption.
- Lift and/or move up to 20 pounds and occasionally lift and/or move up to 30 pounds

ABOUT BETHEL HORIZONS

Bethel Horizons is a year-round facility located on more than 548 acres of prairie, forests, wetlands and valleys bordering Governor Dodge State Park. Through its outdoor summer camp (The population that we serve for summer camp comes from a diverse set of socio-economic backgrounds), retreat and event center, adventure courses, nature experiences and art education campus, it endeavors to develop and perpetuate a physical, social, intellectual, and spiritual environment which will strengthen and enhance the understanding of a person's relation to God, Self, Others, and Nature. Horizons is affiliated with Bethel Lutheran Church-ELCA, Madison, Wisconsin and accredited by the American Camp Association. It is a member of Lutheran Outdoor Ministries, an association of ELCA camps across the country. www.bethelhorizons.org

OTHER:

We encourage applications from individuals who will help us create a more inclusive Bethel Horizons by: (1) further diversifying the staff; and/or (2) demonstrating experience serving diverse populations and working successfully with diverse colleagues; and (3) showing interest in developing initiatives to address the needs of a diverse student, faculty, staff and community.