



Resident Manager

Higher Ground at Lake Louise is a Christian Summer Camp for kids and adults who long for fun and peace. We create tailored, Christ-centered camp experiences to lead campers to know, love, and serve God. This is possible through the beautiful natural environment, our caring staff, and life-changing encounters with the Father heart of God.

As **Resident Manager**, you will be a key steward of our mission, nurturing our campers as they learn and grow with us. You will be one of the main reasons young people thrive here, and experience every day miracles at Higher Ground at Lake Louise. With your help, our campers will learn how to stay rooted in their faith, grow their relationship with Christ, and share the love of God with others at camp and beyond.

General Requirements:

- **Empathy** - Our ideal candidate works to shape Higher Ground in a way that is mindful of the everyday challenges facing young people, and is dedicated to fostering healthy growth in mind, body, and spirit.
- **An open mind** - We aspire to make *all* of our campers feel like they belong here. That means allowing them to ask difficult questions without fear of judgement, and giving them authentic, respectful answers.
- **Be on a journey of your own** - Our Resident Manager should have a strong connection with his or her faith, and be on their own spiritual journey with Jesus Christ. Your experiences will provide campers with an authentic sense of understanding, and inspiration for continuing their own journeys.
- **Assist** our COO with day-to-day operations, and our Executive and COO on development of the camp ministry.
- **Live on-site during camp season** – In the event the Resident Manager must be off site for more than five consecutive days, he/she will notify the Board Chair of his/her absence and will schedule a person to supervise the camp in his/her absence.
- **Share progress** - Provide regular reports to the Higher Ground at Lake Louise Board Chair; Prepare a Resident Manager's report for the quarterly Board meeting.

Essential Functions: (including but not limited to)

- Coordinate with the Program Coordinator and volunteer program leaders to develop and implement activities for staff emphasizing spiritual accountability and development.
- Recruit, train, and supervise employed staff
- Recruit, train, supervise, and evaluate volunteers during camp season
- Camp programming – ensure all camps are meeting the mission of Higher Ground at Lake Louise
- Budget/finance – processing registration and store proceeds, invoices, and deposit transactions
- Promotion/marketing – assist Executive Director and COO with coordination
- Fundraising – represent and promote Higher Ground at Lake Louise as directed

Required Knowledge, Skills, and Abilities:

- A working knowledge of our policies, procedures, and State of Michigan camp operations requirements
- Excellent written and interpersonal communication skills
- Ability to follow complex oral and written directions
- Ability to relate well with others as a supervisor and as a colleague
- Good judgment, tact, and courtesy
- Proficiency in Microsoft Office, including Microsoft Word, Microsoft Excel, and Microsoft PowerPoint
- An understanding of basic financial accounting and bookkeeping

Qualifications

All Resident Manager candidates must:

- Be 21 years of age
- Meet or exceed qualifications outlined by Michigan DSS Rule 109 (1)
- Have a bachelor's degree and/or five years of previous experience camp leadership experience
- Possess a valid driver's license
- Be willing to gain additional professional training and certifications as required

Physical Requirements

All Resident Manager candidates must be able to:

- Work long hours during camping season
- Be on call 24 hours per day
- Sit or stand for prolonged periods of time
- Perform physical activities required in a camp setting
- (With training) properly operate camp mechanical equipment, powerboat, tractors, mowers, etc.

Note:

Please note that Higher Ground at Lake Louise will always have American Baptist roots and connections, but will continue to partner with multiple Christian denominations and organizations to maximize our Kingdom impact. Our mission at Higher Ground at Lake Louise is to provide a place where campers can come to know God, love God, and learn to serve God through developing faith in Jesus Christ. We ask that you do not emphasize or denounce any particular Christian denominational beliefs, but rather that you present the campers with the Gospel of Jesus Christ and practical ways that they can live out their faith. If a camper approaches you about an apparent controversial topic between denominations, encourage that camper's desire to know more, but tactfully encourage him/her to discuss the matter with his/her home church pastor or parents.

By signing below, I attest to having read the above job description and agree to work within the boundaries set forth by Higher Ground at Lake Louise. I understand what is expected of me and agree to fulfill these duties to the best of my abilities.

I _____ have read the above Job Description and agree to fulfill all duties of the Resident Program Director.

Signature

Date

(Some fine print)

Procedures are governed by policies executed by the Board of Directors, as well as qualifications outlined by Michigan DSS Rule 109(1) and must be executed accordingly. The work is performed under the general supervision of the Higher Ground at Lake Louise Board of Directors (Board).