



Camp Livingston Director of Operations

Position Summary: The Director of Operations directly manages select portions of camp business including programming, staff management, marketing, recruiting, office and logistics management, and development/fundraising. This position requires excellent leadership, supervisory, marketing and communications, negotiating, and planning abilities.

Must be a charismatic leader, a good people manager, and have a deep knowledge of successful camp development, programming, processes, and execution. The position requires living in the Cincinnati area during the months of September through May and at Camp Livingston in Bennington, Indiana during the summer. This position also requires availability on some nights and weekends and travel for recruitment. Bachelor's Degree and 2+ years of relevant work experience preferred. This position reports directly to the Executive Director and indirectly to the Camp Director.

Essential Duties:

- Leadership
 - Maintain a complete and consistent presence as a leader within the Camp Livingston community with respect to role modeling of Camp values and mission and accountability for all rules and procedures
 - In partnership with the Assistant Director, Camp Director and Executive Director, evaluate programs and create solutions
 - Assist in implementing a vision for facility and program improvements.
 - Attend occasional board meetings

- Programming and Staff Management:
 - Manage, coach and supervise the summer Program Director and area seasonal staff

- Supervise the Kitchen Manager and manage the relationship with the food service provider, including conducting daily and weekly meetings during the summer and coordinating regular menus, bunk nights, special events, AU meals, staff meetings, staff onegs and outdoor cooking
- Visit program areas frequently during the summer to supervise and manage staff, identify outstanding needs or challenges at various locations, and to get to know the campers and staff
- Work with Camp Director to evaluate the effectiveness of daily summer camp activities, chuggim, evening programs and special events as well as special programs for rental groups, family camp, and alumni events
- Manage summer onsite day-to-day programming and activity areas (with Assistant Director) including the daily scheduling, first day, last day, chuggim/activity rotations, all camp programs, evening programs, and inclement weather activities and schedules
- Staff and manage all retreat groups, rental groups, and family camp
- Marketing, Recruiting, and Communication
 - Demonstrate excellent communication and customer service with campers, families and donors and vendors
 - Work with Assistant Director on operations in executing Livingston In the City events and other year-round programming
 - Market and book all retreat groups including both internal retreat business such as Family Camp and Young Adult Weekend and external school or retreat groups
- Pre-Summer Planning
 - Purchase all supplies and equipment for seasonal programming, office needs, and the staff lounge
 - Plan special summer events (concerts, contracted performances, etc.) and overnight trips, including itinerary, transportation, and booking for Adventures Unlimited
 - Ensure all program areas are in good working order, including but not limited to, the ropes course, climbing wall, lake, pool, sports fields, and arts and crafts areas
 - Use parent and camper survey forms to assist evaluating the previous summer's programs and suggest improvements for future summers
 - Create and maintain catalog of programs for area, cabin, unit and all-camp
- Administrative and Development

- Manage all office and technology infrastructure including, but not limited to, computers, cameras, projectors, radios, telephones, hot spots, music systems and printer
- Support Executive Director in the organization, implementation, and management of an annual fundraising plan; manage relationships with designers/printers and mail/email Annual Campaign letters; send thank you notes and provide monthly fundraising board reports
 - Organize 2-3 other smaller giving opportunities (Super Bowl Squares, GivingTuesday, etc.)
 - Conceptualize and Manage Campaigns
 - Manage one larger scale virtual or in-person fundraising event
 - Lead Create Your Jewish Legacy Campaign
 - Manage CRM (Donor Perfect Online)
 - Manage Donor portal on www.camplivingston.com
- Attend professional development seminars and conferences
- Attend and participate in regular team meetings

This position description is not intended to be all-inclusive; rather, it is a generalized guide of the basic job duties. The Executive Director may change the job responsibilities and expectations based on business requirements.

Benefits:

- \$40,000-45,000 Salary commensurate with experience
- IRA match
- 3 weeks paid vacation plus US and Jewish holidays off
- Generous sick leave
- Health Insurance/Dental/Vision
- Partial phone reimbursement
- Room and Board during the summer season
- Professional Development opportunities/Conferences
- Hybrid work environment during the winter months
- Laptop provided