

POSITION DESCRIPTION

Job Title: Operations Manager

Reports To: Executive Director

Qualifications and Requirements:

- Demonstrated leadership ability.
- Excellent interpersonal skills and a collaborative management style.
- Budget development and oversight experience.
Excels at operating in a fast paced, community environment.
Delegate responsibilities effectively.
- Excellent computer skills and proficient in Word and Excel.
- Excellent communication skills both verbal and written.
- Christian walk – Individual must be a devoted follower of Jesus Christ and have at least one year of experience in some type of ministry within the church, either volunteer or in a staff capacity. (Other ministry experience is an asset).

Description:

The Operations Manager will oversee the operations of SABC. The job will ensure that the camp is running with a smooth efficiency by providing leadership that stewards its resources well and enhances the vision and mission.

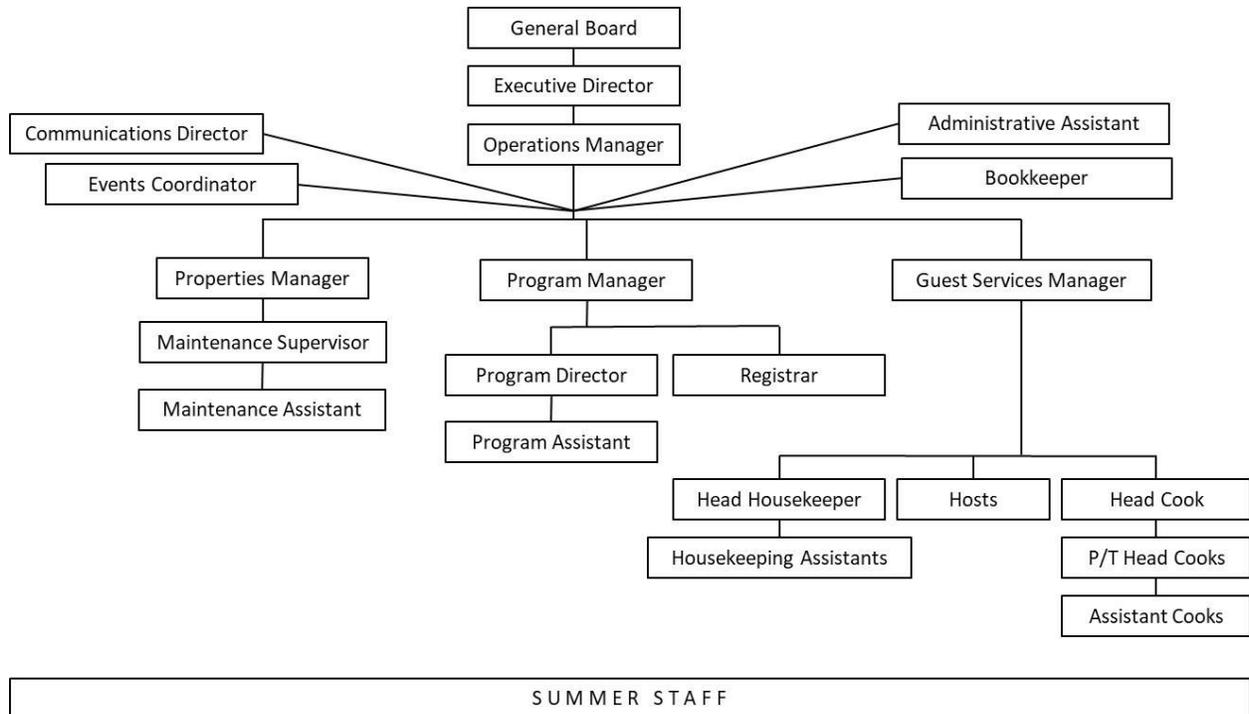
Primary Responsibilities:

1. Coordination and Supervision - Coordinate, manage and monitor the workings of the various divisions of SABC (Programs, Guest Services, Properties).
2. Financial - Review financial statements and data. Utilize this data to improve efficiency. Assist ED in creating yearly budget. Monitor cash flow and control operational budgets. Control inventory. Recommend effective strategies for the financial well-being of SABC.
3. Best Practices - Improve the operational systems, processes and policies in support of the mission. Monitor adherence to rules, regulations and procedures. Create strategies to improve productivity and efficiency.

4. Human Resources – Working with the ED, plan the use of human resources. Assist in recruitment and placement of required staff; establishment of organizational structure; delegation of tasks and accountabilities. Establish work schedules. Supervise staff. Monitor and evaluate performance in partnership with the ED.
5. Communication - Monitor, manage and improve the efficiency of IT, HR, Accounts and Finance. Facilitate coordination and communication between camp divisions.
6. Risk Management - Oversee organizational insurance policies. Ensure health and safety standards are adhered to.
7. Operations Support - Servant Leadership Role
 - a. It needs to be stated that this role will require at times a willingness to help in different capacities and areas. We (SABC staff) function as a team that needs to lend a hand from time to time and from season to season in different areas of the camp. This role cannot be above washing dishes or cleaning bathrooms or stuffing envelopes even though that is not the primary function.
 - b. Hosting Retreat Groups - will be on a rotation to help with the hosting responsibilities during the year-round operation of the camp. This will include some dishwashing and housekeeping responsibilities as well as set up.

Working Relationships

1. Reports to Executive Director.
2. Will supervise entire operation of the camp.
3. Will lead a management team consisting of Program Manager, Guest Services Manager, and Properties Manager.
4. Will lead a support team consisting of Communications Director, Events Coordinator, Administrative Assistant, and Bookkeeper.
5. Will attend board meetings as an invited staff member.



Remuneration:

1. This is a one year renewable contract, full time, salaried, year round, camp operations position. Wage negotiated based on experience and qualifications.
2. Working conditions
 - a. This position requires work outside the office environment.
 - b. Non-standard hours of work.
3. Vacation benefits
 - a. All statutory holidays (New Year's Day, Alberta Family Day, Good Friday, Victoria Day, Canada Day, Labor Day, Thanksgiving Day, Remembrance Day, and Christmas Day)
 - b. After working for one year - 2 weeks holiday
 - c. After working for three years - 3 weeks holiday
4. Housing benefits
 - a. Depending on the applicant, housing may be available which would include Utilities (water, natural gas, and electricity) provided. This is added as taxable income each month.
5. Health benefits package.
6. RRSP incentive.