CAMP MANITO-WISH YMCA, INC.
JOB DESCRIPTION

Position Title: Operations Director
Job status: Full-time, Exempt
Reports to: Chief Executive Officer

Position Summary:
Provides overall direction to our operations & guides risk management protocols to ensure that all delivery systems are of the highest quality. Working with members of the operations team; incorporates the strategic plan and character and leadership development through the Manito-wish collaborative leadership model.

Essential Functions:
The operations director performs the following activities:
- Guides the day-to-day operations of Camp in accordance with the strategic plan, mission, vision, and commitment.
- Serves as a member of the management team to set and implement the overall direction and goals of the organization.
- Hires, manages, and evaluates the property manager and camp director.
- Has a deep understanding of the power of overnight camping as a key element of youth development.
- Oversees overall risk management and ensures consistent training expectations and follow through are in place.
- Supervises the organization’s environmental stewardship vision. Ensures steps are taken to increase our efforts as well as review and support current efforts.
- Collaborates with directors to ensure our program offerings, staff and delivery are intentional and focus on our mission, vision & commitment statements.
- Ensures practices are in place that support Camp’s diversity, equity, and inclusion initiatives.
- Manages in collaboration with the property manager to ensure facilities and property, serve the camp community at a high level of quality.
- Reviews annual program and property budgets in conjunction with appropriate staff. Accepts responsibility for management expenditures in these areas.
- Serves on various task forces as appropriate established by the board of directors and attends meetings of the full-board.
- Represents camp at YMCA, ACA and other kindred organizations and community groups.
- In collaboration with the property manager and camp director, provides oversight for all ACA, state, fire and other inspections to ensure compliance

Mission: To enrich the character and leadership development of each person who has a Manito-wish experience by challenging them to grow in wisdom, in stature, in favor with God and one another. Vision: The Manito-wish experience develops confident, responsible and enlightened leaders who will improve the world in which they live. Commitment: Camp Manito-wish YMCA strives to create an inclusive environment by upholding human dignity, valuing diversity, and acknowledging unique experiences.
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**Know How:**
To perform satisfactorily, the operations director will bring the following experience or skills to this position:
- Extensive knowledge of camping programs including a strong background of wilderness travel.
- Bachelor’s degree or equivalent experience. Works to achieve the YMCA Multi-team or Branch status within first two-years.
- Understanding of property and facility management.
- Successful experience in management of full-time and seasonal staff, and volunteers with the ability to lead collaborative teams.
- Budget management experience.
- Strong communication skills; written, oral, and social media.
- Ability to work with staff, participants, and sponsoring agencies by exhibiting excellent listening skills, confidence, honesty and follow-through.
- Strong attention to detail and highly organized.
- Highly motivated and able to multi-task and manage time effectively.
- Ability to travel to assist in recruiting for participants and staff.
- Ability to relate effectively to variety of groups.

**Effect on End Results:**
The effectiveness of the operations director’s fulfillment of this position will be measured by:
- Maintaining a recognizably outstanding program based on collaborative leadership, character development, and wilderness tripping.
- The degree to which the operations team functions in a solutions focused manner.
- Risk management protocols meet or exceed industry standards.
- Diversity, Equity, and Inclusion practices are implemented across operations.
- Annual enrollment goals are met or exceeded across program areas.
- Annual budget goals are met.
- Environmental stewardship efforts grow with each year.
- Facilities and property are of the highest quality.
- Facility spaces are effectively scheduled allowing for seamless operations.