

# INTER VARSITY

## **Position Description: Operations Manager, Circle Square Ranch, Spruce Woods**

### **Purpose:**

Transforming youth, students and graduates, in all their ethnic diversity, into fully committed followers of Jesus Christ.

### **Vision (CSR Spruce Woods):**

“A community of disciples gathering all peoples (campers, staff, and guests) to be restored together into our places in the family of God that flows out to impact a generation in Manitoba”.

### **Work:**

In concert with Inter-Varsity Christian Fellowship of Canada’s (InterVarsity’s) purpose, vision, values and strategic priorities, the Operations Manager will manage the site on a day-to-day basis and assist the Executive Directors in program, staff and vision.

### **Relationships:**

Reports to: the Executive Directors of camp

### **Internal Relationships:**

National Camp Leadership Team  
National Resource Centre Staff  
Other Pioneer Camp/Circle Square Ranch Operations Managers  
Summer and seasonal camp staff  
Local businesses and suppliers  
Campus Ministry Staff

### **External Relationships:**

Prayer and financial support network  
Guest groups  
Local Church  
Local Site Professionals: plumber, electrician, septic, and farmers  
Camper Parents  
Representatives of government ministries (e.g. Water Officer, Health Inspector, Fire Inspector, etc.)  
National and Regional Camping Associations (MCA and CCI)

### **Responsibilities:**

#### **Model:**

- Personal relationship with Jesus reflected in prayer, scripture study and godly character

#### **Key role:**

- Responsible for the strategic planning of Ranch site, the development of effective systems, upkeep and repair of the camp buildings, grounds, equipment, machinery and all vehicles.

#### **Lead:**

- To work closely with the Executive Directors to vision, strategize, and plan for programs, buildings, promotion and fund raising to achieve the purpose of InterVarsity at the Ranch
- To communicate effectively with Executive Directors, year-round staff and seasonal staff

- Recruit maintenance staff and offer mentoring/ discipleship to them and other year-round staff
- Work with summer staff as a servant leader providing spiritual and practical leadership to them

**Pastor:**

- Love the maintenance volunteers, spring/ summer staff and campers
- Speak appropriate truth into their lives
- Willing to counsel campers or staff

**Teach:**

- Willing to lead staff devotionals and staff training related to site operations

**Evangelism:**

- Actively witnesses to their faith

**Administration:**

- Personal discipline in fund raising
- Consistent, timely reporting

**Special Projects:**

- Including but not limited to: hosting, food service, housekeeping, customer relations, horse herd management, marketing and fundraising.

**Key outcomes:**

- Ranch site will work effectively with systems, plans and operation over the next seasons
  - Oversight of water, septic, electrical, heating, mechanical systems on the Ranch site
- Structures will be well maintained and attractive
- Grounds will be mowed/ cleared and well kept
- Program equipment will be maintained
- Site and program will conform to the MCA (Manitoba Camping Association) standards
- Swimming pool will be maintained to current health standards
- Program, staff, and equipment conform to the following standards:
  - ACCT (association for Challenge Course Technology)
  - LSS (lifesaving society)
  - CHA (camp horsemanship association)
  - Health and Safety
  - Manitoba Building and Fire Code
  - Manitoba Labor Board
  - Workman's Compensation Board
  - InterVarsity camp policies and procedures
- Equipment and vehicles will be in good working order
- Site will be prepared for the summer camping season with strategic planning from January on
- Fire safety, health codes, building regulations, water and sewer codes will be complied with all necessary records are on file and up to date. Other staff are trained in effective system use.
- All operational expenses will be managed within budget.
- Development of 1-5 year site plan for improvement and revitalization for ministry purposes
- Summer staff are well trained, developed, thrive, and do good ministry, they want to return next year. This will involve an active participation in staff training week for several sessions
- Campers have a fun, safe, enjoyable, life changing camp experience and want to return
- Guest groups will be well hosted and customer base is growing among campers and guests
- Donors are engaged and donor dollars are increasing. Fundraising Target: **\$12,000**
- InterVarsity staff, students and alumni are engaged and active in the camp community