



# Manager for Camping Ministry

## Overview

The **Manager for Camping Ministry** coordinates registration, administrative tasks, and operational logistics for **all camping programs for children, youth, and families in the Episcopal Diocese of the Great Lakes**. This is a half-time position, averaged across the year, with the bulk of the work taking place leading up to and during the peak camp season (May through August). This person works closely with the Director for Formation & Camping and seasonal program co-directors to ensure programs operate smoothly and align with the diocesan mission and values.

**Supervised by:** Director for Formation and Camping

**Positions supervised by this individual:** Seasonal program co-directors, Seasonal staff, and volunteers

**Location:** Primarily remote with required in-person presence during camp weeks, key planning periods, and the Annual Diocesan Convention.

**Job Type:** Half-time (approximately 10 hours per week during off-season, increasing to full-time leading up to and during peak camp seasons in May-August)

**Classification:** Part-Time, exempt position

## Preamble

We are called to embody the love of Jesus Christ with grace, hope, and joy. We live out this calling by collaborating creatively to:

- nurture deep and lifelong spiritual growth,
- build up vibrant and inclusive worshipping communities,
- respond compassionately to the needs of our neighbors, and
- honor and care for creation.

The ministry of each diocesan staff member is grounded in this organizing principle.

1. Staff members are expected to embody the love of Jesus Christ with grace, hope, and joy in their own lives and ministry.
2. Collaboration is fundamental to our shared calling. Staff members are not islands or silos, but team members working with others (on and off staff) towards common goals.
3. While portfolios may be weighted towards a particular sub-point of the organizing principle, everyone's work touches on all aspects in one way or another.

## **Key Responsibilities**

### ***Program Coordination & Logistics***

- Coordinate the implementation of established program curricula in collaboration with seasonal program co-directors, ensuring activities align with the diocesan mission during all camp sessions.
- Strategically plan and organize the daily camp schedule and logistics, working with co-directors and venue staff to ensure engaging activities, meaningful worship services, impactful small group experiences, and other program elements are thoughtfully scheduled.
- Direct and coordinate logistical operations for camp weeks, including procuring necessary supplies; collaborating with any rented venue or Camp Chickagami facility staff, as applicable; managing transportation arrangements; and ensuring facilities are safe, welcoming, and fully prepared.
- Collaborate closely with the camp nurse and staff to implement and communicate comprehensive health protocols, manage individual medical needs, and ensure well-defined emergency response procedures are in place and understood.
- Proactively anticipate and sensitively address individual camper and participant needs, providing skilled support in navigating challenging situations and consistently fostering a secure, inclusive, and nurturing environment.

### ***Registration & Administration***

- Expertly manage the entire participant registration lifecycle, from overseeing the user-friendly online platform to ensuring accurate data entry and efficient payment processing.
- Cultivate strong relationships with families through clear, timely, and helpful communication regarding registration processes, deadlines, policies, forms, and program information.
- Diligently track and provide regular reports on participant registration trends and manage any waitlists to optimize enrollment.
- Support the scholarship application process in collaboration with the Director, ensuring accurate tracking and equitable access to programs for eligible families.
- Establish and maintain secure and well-organized digital databases for all essential participant and staff information, including medical forms, signed waivers, and other critical documentation.
- Develop and disseminate informative, engaging pre-camp materials for families and staff, including welcome packets, daily schedules, and required forms.
- Coordinate the distribution and collection of post-program evaluation surveys, compile and summarize feedback to inform future program improvements, and share insights with the Director.

### ***Seasonal Staff Coordination***

- Support the Director in recruitment efforts for seasonal staff across all program departments, including counselors, leadership roles, health personnel, and operations support.
- Foster community and maintain engaging communication with all seasonal staff members throughout the year, building anticipation and preparedness for upcoming programs.
- Streamline the staff onboarding process by managing background check coordination, maintaining accurate personnel records, and tracking completion of required training.
- Organize and facilitate staff orientation programs in collaboration with the Director, providing practical guidance, mentorship, and support to empower camp staff.
- Maintain a positive and collaborative team environment during camp weeks, providing direct support and guidance to staff in their roles, ensuring they are well-prepared, motivated, and aligned with the program's mission.

### ***Supervision of Seasonal Program Co-Directors***

- Serve as the primary point of contact for seasonal program co-directors during all camp sessions, providing direct leadership, coordination, and support.
- Support co-directors in the day-to-day implementation of programs, addressing immediate operational challenges and adjustments as needed.
- Facilitate communication between co-directors, facility staff, and diocesan leadership to ensure seamless operations during camp weeks.

### ***Diocesan & Community Engagement***

- Provide program-specific information and updates to the Director and diocesan Communications/Marketing team to support promotional efforts and market development.
- Serve as the primary point of contact for parent, camper, and family inquiries, responding promptly and courteously with comprehensive information.
- Attend the Annual Diocesan Convention to provide engaging updates on camp and retreat program successes and future plans.
- Prepare and present regular reports to the Director, summarizing key aspects of each program season, measurable outcomes, and recommendations for continuous improvement.

# Qualifications

## ***Required***

- Five years of experience in a program coordination, youth ministry, or camp setting.
- Exceptional organizational and administrative capabilities with a proven track record of managing multiple complex tasks and shifting priorities.
- Familiarity with the Episcopal Church and its traditions, particularly in youth and family formation. Willingness to abide by the Constitution and Canons of the Episcopal Church and the Episcopal Diocese of the Great Lakes.
- Strong interpersonal skills and the proven ability to collaborate effectively within diverse teams.
- Excellent written and verbal communication skills, conveying information concisely and professionally.
- The ability to work autonomously, exercise sound judgment, and provide effective on-site leadership during program weeks.
- Safe Church/Safe Community and Beloved Community: Dismantling Racism training is required for all staff within 4 months of start date, if not previously completed.

## ***Preferred***

- Diverse prior experience in a camp setting as a coordinator, assistant director, or similar operational leadership roles.
- Experience working directly with youth, families, or young adults in a ministry-focused or camp-related setting.
- Current certification as a Lifeguard, First Aid, and CPR (or a willingness to obtain these certifications before camp).
- Comfort and proficiency in utilizing various technology platforms, including camp registration software, social media, and standard communication tools.
- Knowledge of and practical experience with the liturgical and formation practices of the Episcopal Church.

## Key Skills & Competencies

- **Organization and Time Management:** Ability to plan, organize, and execute tasks with attention to detail and shifting priorities.
- **Coordination and Collaboration:** Ability to work effectively with diverse teams, co-directors, facility staff, and diocesan leadership.
- **Communication:** Clear, effective, and compassionate communication with families, staff, and leadership.
- **Problem-Solving:** Ability to anticipate challenges and resolve issues creatively and efficiently.
- **Leadership:** Ability to inspire, motivate, and support a team of seasonal staff and co-directors during program weeks.
- **Flexibility and Adaptability:** Ability to work under pressure, adjust plans as needed, and maintain a positive attitude.
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## Compensation & Hours

- **Hours:** Half-time (approximately 10 hours per week during off-season; increased hours per week during camp seasons, May-August)
- **Compensation:** \$35,568 annually, paid bi-weekly for hours worked
- **Additional Benefits:** An annual allocation of \$1,000 is provided for professional development opportunities to support growth in this role
- **Work Location:** This is a primarily remote position offering flexibility. However, regular in-person presence is required during all overnight youth camp weeks (housing provided), designated key planning periods, and Annual Diocesan Convention.
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## Apply Today

To apply, send your cover letter and resume to Director for Formation & Camping, McKenzie Bade-Knill, at [mckenzie@greatlakesepiscopal.org](mailto:mckenzie@greatlakesepiscopal.org). Application window closes Saturday, January 10.



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