

# INTERVARSITY

## Position Description

### **Title: Operations Manager, Circle Square Ranch, Spruce Woods**

**Purpose/Overview:** InterVarsity's mission is to inspire and equip emerging generations to **encounter** Jesus, **cultivate** Christ-centered faith, and **radiate** the transforming love of God in Canada and the world. In concert with Inter-Varsity Christian Fellowship's (IVCF) purpose, vision, values and strategic priorities, the Operations Manager will manage the site on a day-to-day basis and assist the General Directors in program, staff and vision.

**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".

### **Relationships:**

**Reports to:** General Director(s)

**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:**

#### **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.

#### **Leading:**

- To work closely with the General Directors to vision, strategize, and plan for programs, buildings, promotion and fund raising to achieve the purpose of Inter-Varsity at the Ranch
- To communicate effectively with General Directors, volunteers, year-round or seasonal staff
- Recruit maintenance staff and volunteers offering coaching to them and other year-round staff

- Work with summer staff as a servant leader providing spiritual and practical leadership to them

#### **Pastoring, Teaching & Evangelism:**

- Love the maintenance volunteers, spring/ summer staff and campers
- Speak appropriate truth into their lives
- Willing to counsel campers or staff
- Willing to coach skills, lead staff devotionals and staff training related to site operations
- Actively witnesses to their faith

#### **Administration:**

- Personal discipline in fund raising
- Consistent and timely reporting

#### **Special Projects (Using skills or calling relevant expert/specialist):**

- Including but not limited to hosting, food service, housekeeping, customer relations, horse herd management, marketing and fundraising.
- Coordinate volunteer service days for seasonal and capital projects

#### **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
  - IVCF 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
- Fire safety, health codes, building regulations, water and sewer codes will be complied with, and 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, and they want to return next year. This will involve 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 will grow among campers and guests
- Donors are engaged and donor dollars are increasing. Year 1 Fundraising Target: **\$12,000**
- Inter-Varsity staff, students and alumni are engaged and active in the camp community

## Qualifications:

### Ministry

- A personal relationship with Jesus Christ with clear evidence of growth as a disciple reflected in prayer, scripture study and godly character
- Signed affirmation of InterVarsity's Statement of Faith & Community Covenant Agreements
- Understanding of InterVarsity's purpose and mission with a strong desire to advance goals

### Knowledge, Skills & Abilities

- Working knowledge of property/facilities management, building maintenance, building construction and operations
- Excellent organizational and project management skills
- Leadership & Supervisory skills
- Customer Service Skills
- Mechanically Minded/Ability to seek new skills and be self-taught
- Efficiency (use time wisely)
- Frugality (fix it vs. buy it)
- Ability to work effectively with others to achieve optimal collective results

### Education and Experience

- Chainsaw certification (current)
- First Aid Certification (current)
- **WHMIS** Training
- Supervisory experience (staff and volunteers)

**Position Level: 7**

**Compensation range: as per current salary scales**