



**Camp Manager**  
**Mount Sequoyah Center, Inc.**

Job Details

*Job Location:* Mount Sequoyah Center (150 N. Skyline Dr., Fayetteville, AR 72701)

*Position Type:* Full-time Salaried position including benefits; salary \$36,000 (exempt)

*Job Shift:* Camp Season - typically 7 am - 5 pm on camp days plus Sunday afternoon prep, longer hours as needed, & flex available during the off-season; Off Season - Monday - Friday standard 40-hour work week with specific schedule determined upon hiring & use of flex time

*Travel Percentage:* Minimal – the majority of work is completed on-site

*Job Category:* Programs - Camp; reports to Camp & Programs Director

*Start Date:* as early as February 1, 2023

Position Overview

*About Us:* Mount Sequoyah Center is a welcoming place to celebrate and connect with people, land, and spirit. We are a local community and event center that offers recreation, camp, and culinary programs for all ages, host 50+ resident artists, and hosts lodging, event, and wedding spaces for all.

*Position Overview:* The **Camp Manager** works closely with the Director of Camp and Programs in the administration, planning, staffing, communication, logistics, and execution of our day camp program, Camp Sequoyah. The program currently includes seven full weeks of day camp averaging 100 campers per week and multi-day camps that match with local school breaks (including but not limited to Thanksgiving, Holiday, Winter, and Spring). The best candidate will have a genuine interest in working with campers (ages 5-12), their parents, and our pool of volunteers and staff (teenagers to adults).

Principal Responsibilities (Essential Functions):

- Assist the Director of Camp & Programs in the implementation of summer recreation programs including but not limited to parent communication, curriculum planning & instruction, staff training supervision, camper check-in, food services logistics, and program set-ups
- Maintain camper database and registration logistics through CampBrain software, including but not limited to editing and updating registration and parent portal, maintaining up-to-date camper records, and writing and distributing parent communication and reminders.
- In collaboration with the Director of Camp & Programs, coordinate the hiring, training, and supervision of our camp volunteers and camp staff throughout the camp season including scheduling, communication, and evaluation.

- Perform duties as assigned that contribute to the marketing, promotion, and development of Camp Sequoyah and Mount Sequoyah Center in the community at large
- Execute documents and reports in a timely fashion to keep all departments updated on programs space and group usage including reserving building space as needed
- Maintain collaborative and professional working relationships with teammates, fellow staff members from other departments, vendors, patrons, clients, and tenants of leased spaces including timely, effective communication
- Participate in team strategy development, goal setting, and budgeting
- Represent Mount Sequoyah Center at both on and off-site events for marketing and community building, as requested
- Perform related duties as assigned by the supervisor for which the employee is qualified and physically able to perform with reasonable accommodations
- Maintain compliance with all company policies and procedures, summon appropriate assistance in case of emergency, and notify concerned parties

### Qualifications

#### *Minimum Qualifications:*

The work environment as well as the intellectual, social, and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

#### *Experience, Training, and Traits:*

- Must have experience working with children or teenagers in a childcare, education, or recreation setting
- Must have excellent written and verbal communication skills; comfortable speaking to large groups of people
- Must be detail-oriented, including the ability to process numbers and financial data accurately
- Must be available to work flexible hours including days, nights, and weekends as needed to meet the needs of the Camp Sequoyah schedule (changes seasonally)
- Must be able to work under pressure and meet deadlines while handling multiple projects simultaneously while maintaining a positive attitude and providing exemplary customer service
- Interest in and ability to build relationships with internal and external stakeholders, including artists, University of Arkansas, community members, local schools, business partners, and funders
- Ability to handle challenging situations and people with grace, tact, and quick thinking
- Ability to work independently as well as with others to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.
- Must maintain professional standards and reputation when interacting with the public outside of the workplace and outside of working hours as a representative of the organization in the community

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA, and other federal, state, and local standards.
- Experience with relationship management software or database management a plus
- Ability to handle personal and sensitive information confidentially
- Comfortable with embracing and learning new technologies and digital tools such as databases, social networking, cloud drives, AV & sound systems, etc.
- An ongoing desire to learn and improve

*Education/Work Experience:*

- Bachelor's Degree (Childcare, Education, Recreation, Event Planning, a plus), OR
- 3+ years of professional experience in childcare, education, programming, recreation, or, event planning

*Physical:*

- Must be able to lift and carry up to 50 lbs.
- Must be able to talk, listen, and speak clearly on the telephone
- Must be able to work at a computer
- Must be able to endure sitting, standing, or walking for extended periods of time
- Must be able to endure outdoor elements including cold, heat, wind, and/or precipitation

To apply (or for questions), please submit a RESUME and COVER LETTER to Melissa Caffrey at [melissa@mountsequoyah.org](mailto:melissa@mountsequoyah.org). Applications will be accepted until January 31.