



TITLE: Day Camp Manager and Operations Associate

REPORTS TO: Program Director, Director of Operations

STATUS: Full Time, Exempt, salaried

UPDATED: October 2025

BASIC FUNCTION: This position will support the mission of Massanetta Springs to be “a place for all people to experience God through renewal, discovery, and hospitality.” Primary responsibilities revolve around Massanetta’s Netta Day Camp, including administrative tasks such as registration, program development and implementation, and leadership. From May through mid-August, the position is dedicated entirely to Netta Day Camp. Through the rest of year, time is divided between ongoing Netta Day Camp responsibilities and regular hospitality and operations duties, on a schedule agreed upon by Program Director, Director of Operations, and Executive Director.

SUPERVISORY RESPONSIBILITIES: Netta Day Camp staff and volunteers

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Day Camp Manager

- Program development and implementation: including collaborating with the Program Director on planning themes, organizing curricula, planning activities, and leadership and training staff to facilitate
- Staffing: including recruiting, hiring, training, supervision, and mentoring of summer camp and recreation staff
- Registration: including setup, launch, and troubleshooting, as well as managing scholarships
- Marketing: including mailings, social media, and local outreach
- Accreditation: maintaining the standards of the American Camp Association
- Communication: with camper families and staff
- Strategizing: including plans for outreach and program growth
- Other duties as assigned

Operations Associate

A candidate is selected for their qualifications for the Day Camp Manager position; their own skills and qualifications will also be paired with suitable Operations department roles to provide a candidate with a full time position. The Operations department at Massanetta Springs includes the following aspects of our ministry:

- Guest Services: including room setups for groups, audio/visual needs, cleaning of meeting spaces and other public areas
- Hosting: including front desk related work (check-in, check-out, gift shop sales, responding to guest questions/needs, etc.)
- Housekeeping: cleaning of lodging and other spaces
- Maintenance: general upkeep of the Massanetta Springs property

The candidate selected for this position will also be placed into the on-call rotation to serve guests after hours. On site housing for this position may be provided at the convenience of the employer to help fulfill this requirement.

QUALIFICATIONS AND SKILLS

Education: Minimum of high school diploma or equivalent; preference for 1-2 years comparable work experience (such as camp and conference programing, children and youth ministry) or college degree in related field, or an equivalent combination of education and experience

Experience: Supervisory experience, especially in camping, Christian education with children/youth or related field; 1-2 years of experience staffing camp, education, or childcare programs; background in program development, educational, or ministry field is a plus; membership or familiarity with Presbyterian Church (USA) institutions not a requirement, but preferred

Skills: current, clear license to operate a vehicle; CPR/First Aid certification or willingness to be certified; lifeguard certificate or willingness or to be certified a plus; knowledge of Christian education/faith formation skills and practices; basic computer literacy, including familiarity with basic social media outlets such as Instagram and Facebook, and ability to learn specialized program(s) related to job

Qualities: good communication (oral and written); organized; self-motivated; works well independently and on a team; resilience and problem-solving skills; good role model/mentor to children, youth, and young adults

WORKING CONDITIONS

Schedule: As a full time, exempt position, work hours will vary, and will include night and weekend work. Day Camp Manager has a particularly busy schedule in the summer. Operations Associate will not require more than two weekends per month.

Conditions: periods of concentrated work; work outdoors in different weather conditions; working independently as well as on a team

Physical requirements: Work generally requires walking, standing, sitting; use of hands to grasp, handle, and feel; climbing ladders, balancing, stooping, kneeling, and crouching; lifting of at least 20 lbs; vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus; accommodations may be arranged, and employees should always ask for assistance as needed.

Protection of minors: Must pass criminal background check; must understand and agree to Massanetta Springs' Protection of Minors Policy

COMPENSATION

\$38,000 - \$44,000 for a full time position

Benefits are administered per the Massanetta Springs Personnel Policy Manual.

TO APPLY: Submit resume, cover letter, and two references to Rev. Colleen Earp, Program Director at colleen@massanettasprings.org.