



JOBS AT THE SIERRA PINES CAMP

CAMP BUSINESS DIRECTOR

- Job title:** Camp Business Director
Job category: Business/Operations
Time: Full-Time (Part Time)
Location: Sacramento - Twin Bridges, CA
Start date: 1/1/2013

JOB DESCRIPTION

The Sierra Pines Camp (SPC) Business Director is responsible for the management of business and marketing aspects at SPC.

The mission of Sierra Pines Camp is to provide a positive environment where people can come away from their distractions to concentrate on the most important issues of life and to focus on Christ. We are looking for someone who has a passion for the Gospel, a desire to minister to people, a strong work ethic, and a willingness and desire to trust God for provision. SPC is a really special place where lives are changed. Please be in prayer if you are a fit for our team!

SALARY AND BENEFITS

- Camp provides salary and **housing at the camp**
- 10-business-day vacation per year
- The starting salary is 24K a year
- Ministry couple preferred

PERSONAL REQUIREMENTS

- Personal and active relationship with Jesus Christ
- Actively involved in a church
- Strong desire to present the gospel of Jesus Christ
- Good leadership, people skills, outgoing and have initiative

PROFESSIONAL SKILLS

- College degree preferred or equivalent experience.
- At least two seasons camp management experience
- Experience in:
 - Office management
 - Marketing

- Fund raising
- Database management
- Computer systems and software (Adobe, QuickBooks, Microsoft, etc.)
- Youth, wilderness and adventure experience a bonus

RESPONSIBILITIES

General Office Management:

- Manage camp office (camp files, computer, and data management, answering phones, and so on)
- Prayer e-mails, quarterly camp newsletter: written and mailed, correspondence and information requests, letters to donors with monthly receipt
- Track and record receipts in quick books

Marketing

- Design and oversee comprehensive public relations plan
- Manage information on the camp's website

Camp Food Services

- Oversee camp kitchen standards, camp menus
- Organize and manage food ordering
- Manage kitchen volunteers and staff

Camper registration

- Mail applications to last year's campers
- Process all incoming camper applications
- Register campers on first day of camp

Rentals

- Handling all forms and correspondence
- Oversee cleaning of buildings after use
- Updating calendar with rental use
- Meeting groups on arrival

Bilingual (English/Russian/Ukrainian) candidates are preferable.

An application will be sent to qualified candidates upon receipt of their letter of introduction and resume sent as a Word attachment via email to: info@sierrapinescamp.com.

CAMP INFORMATION:

Camp name: Sierra Pines Camp (Christian Retreat Center)

Contact person: Nikokay Bugriyev

Affiliation: Baptist

E-mail: info@sierrapinescamp.com

Home Page URL: <http://www.sierrapinescamp.com>

Address: Sierra Pines Camp, P.O. Box 188122, Sacramento, CA 95818

Work phone: (916) 290-2897; **Fax:** (530) 659-7790