Operations Manager

Bert Adams Scout Camp | Leadership

Reports to	Camp Director or Designee
Supervises	Camp Commissioners and Assistant Rangers
Area	Entire Camp
Minimum age	18 years
Starting pay	$300 (pay period to be confirmed)

Position Summary

The Operations Manager serves as a liaison between the Camp Director, Program Director, and Ranger. This position coordinates support personnel and their work to help ensure troops have a positive camping experience.

Requirements

- Must be at least 18 years old.
- Must be a registered member of Scouting America (identified as Boy Scouts of America in the source).
- Hold or be eligible to obtain National Camp School certification in Resident Program Director.
- Training in troop operations, camp operations, camp programs, resources and facilities, and youth protection.
- Prior camp or Scouting leadership experience preferred.

Key Responsibilities

- Serve as an effective communicator, listener, and objective mediator.
- Oversee planning for troop logistical requirements and conduct initial communications with troops before arrival at Bert Adams.
- Lead daily Operations Team meetings with Assistant Rangers and Commissioners.
- Monitor Slack channels and coordinate work projects with the Camp Ranger.
- Work with the Camp Ranger to develop adult service projects and youth conservation projects.
- Schedule and coordinate daily trash collection with the Operations Team.
- Work with the Ranger, Assistant Rangers, and Commissioners to address camp operational needs.
- Serve as a conduit for concerns, feedback, and advice; demonstrate good judgment, flexibility, and teamwork.
- Coordinate staff-area move-in and move-out.
- Create and manage systems that keep camp facilities clean, orderly, and ready for occupancy each week.
- Proactively engage troop leaders and promote enjoyable activities for troop and crew leadership.
- Work with the Program Director to facilitate Scoutmaster merit badges.
- Maintain positive staff morale and uphold the Scout Oath and Scout Law.
- Carry out other duties assigned by the Camp Director.

General Camp Staff Expectations

All camp staff are expected to model the Scout Oath and Scout Law, participate in camp-wide activities, support campers and visiting units, maintain a clean and safe environment, assist other areas as needed, and be prepared to follow emergency procedures. Staff must be able to work outdoors in typical Georgia summer weather.

Adapted from the supplied “Operations Director Job Description.” The public-facing title has been updated to Operations Manager; the source qualifications and duties are retained in substance.