

**Position: Camp Director**

**Responsible to:** Chief Operating Officer of French Camp Academy

The Camp Director is directly responsible for the overall operation, staff, and facilities of Camp of the Rising Son and the Riding Arena and Stables. The Director develops and manages the programming, use, and function of this vital ministry of French Camp Academy with the goal maximizing ministry opportunities to proclaim the gospel, invest in students, and support the overall ministry of French Camp Academy. The Director shall cultivate a culture that promotes the core values of French Camp Academy to staff, families, and guests of Camp of the Rising Son.

**Essential Duties and Responsibilities:**

- Operate as a department head for French Camp Academy.
  - Equip and supervise all full-time staff under the Camp department.
  - Maintain positive relationships with other departments on campus seeking ways CRS can serve them.
  - Prepare regular board reports.
  - Manage budgets and financial reports for the department.
- Oversee the planning, preparation, and execution of a high-quality summer camp program maintaining alignment with desired outcomes and goals.
  - Facilitate selection, training, and preparation of summer leadership team.
  - Supervise summer staff recruiting and hiring.
  - Coordinate and oversee summer staff training and ongoing equipping and encouragement.
  - Guide spiritual development of staff and campers.
  - Ensure appropriate supervision and support of all areas of program and facility.
  - In call rotation for nights and weekends.
  - Ensure evaluations are conducted at all levels of the operation.
- Steward year-round use of the CRS facility through programmed events, rental use, and service to French Camp Academy seeking to maximize ministry opportunities and connections.
- Manage emergency preparedness, procedures, and communications.
- Interact with state, county, and local regulatory bodies and ensuring that all appropriate laws are followed and that certifications are current.
- Ensure compliance with ACA accreditation and Mississippi Youth Camp Licensure and cleanliness standards.
- Coordinate involvement in CCCA and conference attendance.
- Conduct ongoing fundraising strategies for CRS programs and facilities.
- Direct function of student workers through the FCA Work Program/Work Based Learning Program consistent with the goals and philosophy of this program.

- Assess and ensure safety and care of facilities and equipment striving to maintain a clean, professional environment.
- Uphold a standard of excellence in all areas of customer service.
- Be part of the overall French Camp Academy staff and participate in activities and training as expected.
- Be willing to perform other ministry and job-related duties as need arises or requested by the COO.

#### **Qualifications:**

- Be at least 25 years old.
- Have a minimum of two years previous experience as part of the administrative or leadership staff of a youth camp.
- Holds a bachelor's degree.
- Proven ability to effectively lead, inspire and manage people and projects.
- Is self-motivated with a desire to serve and do all things with excellence.
- Strong administrative and organizational skills
- Agrees with and consistently exhibits behaviors in accordance with the French Camp Academy Statement of Belief.
- Commitment to investing in the lives of young people.
- Physical requirements of standing for 45 minutes or more, able to lift 50 lbs., and move about camp property in various environmental conditions.
- Emotional resiliency to adapt to changes in environment and schedule with joyful attitude.
- Social acumen to effectively supervise and interact with staff, campers, guests, students, and donors.
- Willingness to live and work in a camp setting and work irregular hours including frequent weekends and holidays.
- Possess current driver's license and able to drive company vehicles and operate equipment as needed

If interested, please send your resume to Carrie Browning [cbrowning@frenchcamp.org](mailto:cbrowning@frenchcamp.org)



**Position:** Office and Hospitality Manager

**Responsible to:** Camp Director

**Essential Duties and Responsibilities:** The Office Manager oversees the camp office, serves as the primary contact person with the public, coordinates guest use, and handles registrations and communications to and from the CRS office. A commitment to serve and invest in the students of our parent ministry, French Camp Academy, is an essential function of all staff positions. A commitment to excellence, to personal spiritual growth, and to do all work to the glory of God is a must.

- Maintain friendly and professional communication with parents, staff, and guests through phone, email, and paper.
- Facilitate smooth internal communication during summer camp.
- Acquire knowledge of camp operations to answer questions as needed.
- Manage Camp Brain software, Bunk1 account, the reservation system and other software.
- Oversee Sunday check-in during summer camp.
- Maintain accurate records and information.
- Manage receipts and submit purchase orders through financial software.
- Assist with planning and execution of summer camp, programmed events, and rental use.
- Provide guidance, oversight, and accountability to summer staff.
- Assist with oversight of student work crew, work-based learning students and activities.
- Execute a standard of excellence in customer service including foodservice, housekeeping, laundry, activity use, supplies and staffing.
- Be willing to perform other ministry and job-related duties as need arise.

**Qualifications:**

- Previous work experience in an office setting.
- Prefer having worked in camp ministry.
- Ability to pay attention to detail and keep organized records.
- Proficiency in computer skills necessary to manage camp registration software, website, MS Word, and Excel.
- Emotional resiliency to adapt to changes in schedule and assignments and to effectively interact with parents, staff, campers, guests, and students.
- Commitment to investing in the lives of young people.
- Willingness to live and work in a camp setting and work irregular hours including frequent weekends and holidays.

French Camp Academy offers a compensation package that includes base salary, medical and life insurance coverage, and retirement plan.

If interested, please send your resume to [CRSoffice@campoftherisingson.com](mailto:CRSoffice@campoftherisingson.com) with Office Manager in the subject line.



# CAMP OF THE RISING SON at FRENCH CAMP ACADEMY



444 Lake Road • French Camp, MS 39745 • 662-547-6169 • [www.CampoftheRisingSon.com](http://www.CampoftheRisingSon.com)

**Position:** Program Coordinator

**Responsible to:** Camp Director

**Essential Duties and Responsibilities:** The purpose of this position will be to serve a vital role in the overall operation of the camp while demonstrating the love of Christ to all served.

- Assist with planning and execution of the summer camp program and other programmed events.
- Implement marketing strategy including website, social media, and online store.
- Assist in staff recruiting, hiring, and training for summer camp program.
- Integral part of Summer Leadership team with oversight of staff and assigned areas of oversight.
- Prepare buildings and set up for group use throughout the year.
- Serve as a host for programmed and rental groups.
- Oversee student workers through the FCA Work Program/Work Based Learning Program consistent with the goals and philosophy of this ministry.
- Assist in care of facilities and equipment striving to maintain a clean, professional environment.
- Uphold a standard of excellence in customer service.
- Be part of the overall French Camp Academy staff and participate in activities and training as expected.
- Be willing to perform other ministry and job-related duties as need arise.

**Qualifications:**

- Two seasons working in camping ministry.
- Current certification (or ability to obtain certification) in CPR and First Aid.
- Current certification (or ability to obtain certification) in at least two activity areas: Ropes, Lifeguard, Archery, Boating
- Knowledge of and ability to use appropriate software for above duties.
- Physical requirements of standing for 45 minutes or more, able to lift 50 lbs., and move about camp property in various environmental conditions.
- Emotional resiliency to adapt to changes in schedule and assignments and to effectively supervise and interact with staff, campers, guests, and students.
- Commitment to investing in the lives of young people.
- Willingness to work in a camp setting and work irregular hours including frequent weekends and holidays.

French Camp Academy offers a compensation package that includes base salary, medical and life insurance coverage, and retirement plan.

If interested, please send your resume to [CRSOffice@campoftherisingson.com](mailto:CRSOffice@campoftherisingson.com) with Program Coordinator in the subject line.



**Camp of the Rising Son**  
*A ministry of French Camp Academy*

