

Purpose: The Operations Manager ensures the smooth functioning of Camp by overseeing logistics, safety protocols, facilities projects, supplies/equipment procurement and management, and staff coordination. This role supports both off-season preparation and in-season execution, ensuring a safe, well organized, and enjoyable experience for campers, staff, and families.

Scope and Nature of Employment: During the off-season, this is a non-exempt, hourly position (up to 35 hours/week, remote); when onsite during the summer, this is a salaried, full-time position (during set-up, Camp sessions, and take-down in Laytonville). The start date is flexible, but being on site the entire summer is required; this position will end after takedown in August, but there is a possibility for renewal/continuation. The position is at-will under California law.

Compensation: Salary is commensurate with experience and qualifications and will fall in the range of \$55,000-\$60,000 on an annualized basis. Camp Winnarainbow offers employees a comprehensive benefits package including medical, dental, vision and retirement benefits.

Qualifications: Bachelor's Degree from an accredited university or college or equivalent work experience; proficiency with Microsoft Word and Excel and Google Drive/Docs; familiarity with CampBrain is preferred but not required. Must have a clean driving record and valid license and must be willing to submit to Live Scan fingerprinting.

Experience: Prior experience working in operations, project management, facilities management, or event planning. Experience with Camp Winnarainbow or in similar setting is preferred.

Reports to: Executive Director

Works in collaboration with:

- Administrative Manager
- Financial Manager
- Administrative Support Specialist
- Office Assistant
- Crisis Concierge
- Super Duper
- Maintenance Personnel
- And other positions as needed

Position Summary

The Operations Manager is responsible for ensuring the smooth and efficient functioning of Camp operations, during the summer season and parts of the off-season. This position oversees logistics, safety protocols, facilities, equipment, and staff coordination, serving as a key part of Camp's operational infrastructure. Key responsibilities include managing procurement logistics, preparing vehicles and equipment for summer, coordinating with Camp's lessor and external partners, and leading (in partnership with others) the setup and takedown of Camp. The Operations Manager also plays a critical role in reviewing safety procedures, maintaining compliance with policies and regulations, and supporting the development and execution of emergency preparedness plans.

During the summer, the Operations Manager is deeply involved in daily operations, including supervising transportation, coordinating equipment maintenance and repairs, and supporting camper and family logistics during key transition times, as outlined below. This person will spend some of their time at Camp in the office, but much of their time out of the office and in Camp; the Operations Manager is likely to have responsibilities between sessions and therefore should not expect that session breaks will necessarily align with their days off. This individual works closely with the Executive Director and Camp leadership to ensure policies, procedures, and communication systems are effectively implemented. By balancing long-term planning with on-the-ground problem-solving, the Operations Manager creates a safe, organized, and supportive environment that supports campers, families, and staff. Successfully applicants must be comfortable camping onsite during the summer and working in the heat while in Laytonville.

Specific responsibilities include:

Off Season

1. Recruit, hire, and supervise setup/takedown staff; organize setup/takedown logistics
2. Coordinate with Camp's lessor and with contractors regarding facilities projects
3. Assist with the readying of on-site vehicles for the summer season
4. Serve as a point person for the acquisition and repair of supplies and equipment
5. Assist with the development and review of safety procedures, handbooks, and policies
6. Conduct research related to Camp projects and initiatives
7. Review feedback from staff and families to improving practices and program

Summer

1. Help to lead setup (June 9-13) and takedown (August 3-7) of Camp
2. Assist with the logistics of staff and teen staff arriving to Camp
3. Manage maintenance of vehicles and onsite driver training
4. Support the sourcing and purchasing of materials and supplies (requires familiarity with budget management and an ability to track and report expenses)
5. Work closely with Camp's maintenance team and lessor to manage facilities projects and coordinate equipment repair
6. Oversee compliance with safety and emergency policies (may involve coordination with outside agencies and partners, directing staff and campers during times of emergency, and overseeing the acquisition and maintenance of key safety equipment)
7. Coordinate with Camp's transportation vendors, oversee the staffing of the Berkeley bus, and communicate with families whose campers are taking the bus.
8. Coordinate with vendors to install, repair, and troubleshoot Camp phones and internet
9. Provide general office and administrative support alongside Camp's year-round staff; this may involve assisting with communications during the summer and off-season
10. Facilitate the logistics and smooth operation of key transitional times in Camp (Arrival Day, Big Show Day, Teen Staff Day Off, Session Breaks, early pickups from Camp, etc.)
11. Coordinate with Camp's Crisis Concierge to provide support during times of need (e.g., smoke protocols, lice outbreaks, contagious illnesses, broken essential equipment, etc.)
12. Assist with the management of Camp's inventory of equipment and supplies for operations and insurance purposes.
13. Additional duties, as assigned, to support special programming as scheduled

Necessary Skills

- Ability to oversee complex scheduling, transportation, and supply chain operations
- Experience managing budgets, working with vendors, tracking expenses (strong quantitative skills and attention to detail are key)
- Knowledge of maintaining and troubleshooting equipment and infrastructure (or a demonstrated ability to learn quickly and deploy good instincts for solving such problems)
- Familiarity with safety protocols and emergency planning
- Strong leadership and supervision skills
- Excellent, clear communication skills (including in person and by email)
- Ability to think quickly and adapt easily to address unexpected challenges
- Skill in prioritizing tasks and managing deadlines across multiple projects
- Composure under pressure and ability to coordinate responses to crises like medical incidents, weather events, or facilities/equipment breakdowns.

As part of the management team, the Operations Manager is ineligible for union membership due to their responsibilities in hiring, overseeing, and supervising staff. As part of the management team, the Operations Manager may participate in collective bargaining and resolving grievances. A core requirement for members of management is being well acquainted with Camp Winnarainbow's collective bargaining agreement and Employee Handbook.

Equal Opportunity Employment: We are an equal opportunity employer and value diversity at our company. We give consideration for employment without regard to race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity, genetic information, protected veteran status, or any other protected classification.

How to Apply: Send a one-page resume and one-page cover letter outlining your qualifications and experience to arainbow@mcn.org (ATTN: OM JOB APPLICATION). We encourage submission of your materials at your earliest convenience. If this posting is still up, we are still accepting applications. Please note that being onsite in Laytonville during the summer is a nonnegotiable aspect of this job. Thank you!