



# Job Description

a seriousfun camp

## GENERAL DETAILS

<b>Title</b>	Residential Life Manager	<b>Department</b>	Camp Administration
<b>Location</b>	Camp, office based, non-residential, travel	<b>Reports To</b>	Assistant Camp Director
<b>Status</b>	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Year-round Seasonal	<b>Classification</b>	<input type="checkbox"/> Non-exempt <input checked="" type="checkbox"/> Exempt
<b>Schedule</b>	Weekdays, Weekends, Evenings, Holidays	<b>Hours</b>	40+

## POSITION SUMMARY

**The Residential Life Manager will further the mission of Roundup River Ranch through the development and management of residential life needs, with an emphasis upon food service and housekeeping. This position is responsible for all aspects of residential life, including recruiting training and supervision of staff; full compliance with all applicable standards; extensive administrative duties and ensuring that the residential environment meets the needs of campers.**

## ESSENTIAL JOB FUNCTIONS

- 1) Implement proven strategies that support the emotional, social, physical, medical, and behavioral needs of campers and their families.
- 2) Oversee the residential life budgets (food services, housekeeping, and cabin).
- 3) Coordinate to recruit, hire, train, supervise, and support seasonal kitchen, housekeeping, and cabin staff.
- 4) Review camper applications and oversee direct care of campers. This includes working closely with the medical and program teams to ensure the coordination of medical needs in all aspects of a camper's experience such as adaptations and modifications, housing accommodations, dietary needs, etc.
- 5) Supervise food services operations including, but not limited to menu writing, supporting special diets, etc.
- 6) Work in tandem with Facility Director to oversee housekeeping operations including, but not limited to ordering and inventory, writing procedures, etc.
- 7) Ensure compliance and best practice with licensing, SeriousFun Children's Network criteria and American Camp Association standards.
- 8) Complete extensive administrative duties required to support the position within set deadlines.
- 9) Maintains the highest level of confidentiality in all aspects of role
- 10) Other duties as assigned

## REQUIRED SKILLS

- Excellent verbal & written communication skills
- Ability to quickly prioritize and work within deadlines
- Well-developed, strong writing skills and verbal communication skills
- Demonstrates the Guideposts in all aspects of work
- Interest and ability to create and support outcome-based playing with a purpose
- Ability to problem solve and think creatively, strong collaboration and team building skills required

## EXPERIENCE, EDUCATION & QUALIFICATIONS

- Minimum of two years management or leadership experience
- 4 year degree and/or equivalent work experience and/or related professional certification in a related field
- Previous experience working with children who have a serious illness and / or special needs including developing effective residential life strategies, including behavior support
- Previous experience providing direct care
- Previous residential camp experience is required.
- Previous food services experience is strongly encouraged.



## PHYSICAL REQUIREMENTS

<b>Office Based/Indoors</b>	<input type="checkbox"/> < 25%	<input type="checkbox"/> 25 – 50%	<input checked="" type="checkbox"/> 50 – 75%	<input type="checkbox"/> 75% +
<b>Desk/computer work</b>	<input type="checkbox"/> < 25%	<input type="checkbox"/> 25 – 50%	<input checked="" type="checkbox"/> 50 – 75%	<input type="checkbox"/> 75% +
<b>Outdoors</b>	<input type="checkbox"/> < 25%	<input checked="" type="checkbox"/> 25 – 50%	<input type="checkbox"/> 50 – 75%	<input type="checkbox"/> 75% +
<b>Sitting</b>	<input type="checkbox"/> < 25%	<input type="checkbox"/> 25 – 50%	<input checked="" type="checkbox"/> 50 – 75%	<input type="checkbox"/> 75% +
<b>Standing</b>	<input type="checkbox"/> < 25%	<input type="checkbox"/> 25 – 50%	<input checked="" type="checkbox"/> 50 – 75%	<input type="checkbox"/> 75% +
<b>Walking / moving</b>	<input type="checkbox"/> < 25%	<input checked="" type="checkbox"/> 25 – 50%	<input type="checkbox"/> 50 – 75%	<input type="checkbox"/> 75% +
<b>Lifting / carrying</b>	<input checked="" type="checkbox"/> Up to 20lbs	<input checked="" type="checkbox"/> Up to 40lbs	<input checked="" type="checkbox"/> Large / bulky items	<input checked="" type="checkbox"/> Team lift
<b>Company Vehicles</b>	<input checked="" type="checkbox"/> occasional	<input type="checkbox"/> frequent	<input checked="" type="checkbox"/> drives others	<input type="checkbox"/> towing
<b>Special requirements</b>	<input type="checkbox"/> Heights / Ladders	<input type="checkbox"/> Confined Spaces	<input type="checkbox"/> Heavy Equipment	<input type="checkbox"/> Machinery

## DISCLAIMER

The scope of the job and responsibilities outlined in this document are not exhaustive and may change based upon the needs of the business. This job description is not intended to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. This is a general outline of duties, responsibilities, and activities, which may change at any time with or without notice and at the sole discretion of Roundup River Ranch .

## ACKNOWLEDGEMENT

This job description indicates the minimum qualifications and level of knowledge, skills, and/or abilities deemed necessary to perform the job competently. Completing and signing this acknowledgement indicates your understanding of the requirements, essential functions, and expectations set forth in the job description provided for the position.

**Electronic Signature Disclaimer:** By adding your electronic signature below, you agree your electronic signature is the legal equivalent of your manual/handwritten signature. By including your electronic signature below, you agree that your electronic signature on this web form is as valid as if you signed the document in writing.

**Signature**

**Date**

**Print Name**

