

## **CAMP AREV / E.J.M. ARMENIAN EVANGELICAL CONFERENCE CENTER**

### **GENERAL MANAGER: DESCRIPTION OF MINISTRY**

#### **CAMP AREV STATEMENT OF PURPOSE**

The intent and purpose of the Camp AREV Ministry is:

1. To provide the opportunity for each camper to make a personal commitment to Jesus Christ our Lord and Savior and grow in the understanding of the implications of such a commitment.
2. To enrich the camper's life through a deepening experience with Jesus Christ and a rich fellowship with other Christians.
3. To develop awareness and appreciation of Christian Armenian Heritage.
4. To develop an appreciation of nature and enjoy a healthful recreational experience.
5. To grow in the knowledge of Christian stewardship in its various aspects, as related to the local church, the Armenian community, and the world.

#### **DISCRIMINATION POLICY**

Camp AREV does not discriminate against any person or group according to race, creed, religion, gender, national origin, age or disability so long as their relationship with Camp AREV conforms to its stated intent and purpose.

#### **QUALIFICATIONS FOR EMPLOYMENT**

Any employee of AEUNA/Camp AREV will conduct himself/herself at all times in a manner which promotes the purpose of the Camp AREV Ministry, as stated above, and which exemplifies a standard of lifestyle consistent with Biblical Christian character. The position of Camp AREV General Manager is one of ministry. The General Manager is to have demonstrated skills and experience commensurate with performance of the ministry described below. In addition, the following qualifications are specifically listed:

1. A strong consistent, growing relationship with Jesus Christ.
2. A willingness to work with the Armenian Evangelical community of churches, organizations and instrumentalities and the Armenian culture.
3. Undergraduate college degree, preferably in Business Administration.
4. Ability to communicate and interact effectively with pastors, lay leaders, public and private agencies.
5. Ability to articulate and effectively communicate his/her personal faith in Jesus Christ.
6. Ability to manage the day-to-day business operations of Camp AREV and create an atmosphere of cooperation with the Facility Manager, Hospitality & Housekeeping Manager and Catering Managers.
7. Utilize good character, enthusiasm, integrity, adaptability, problem-solving capacity, patience, and sense of humor.

#### **BUSINESS OPERATIONS**

1. Manage financial reporting of the Camp, including budgeting, daily bookkeeping, monthly reporting, payroll, cash receipts, cash disbursements, check writing, deposits, and bank reconciliations.
2. Manage and supervise the development and execution of program, including fundraising initiatives, and new partnerships.
3. Manage daily operations and communications with Camp Director, Facility Manager, Hospitality & Housekeeping Manager, Catering Managers, and seasonal employees.
4. Maintain standards at the site and certification for employees in CPR, first aid, zip line supervision, paint ball supervision and sexual harassment.
5. Manage the marketing and advertising for the camp on social media, search engine optimization and other platforms. Coordinate with Camp Director and Camp Committee for content and social media outlets.
6. Coordinate with Administration to be primary point of contact for 3<sup>rd</sup> party groups wishing to rent the camp. Answer questions of potential renters and coordinate with Camp Director, Facility Manager, Hospitality & Housekeeping Manager and Catering Managers for tours and visits. Deliver outstanding customer service and experience. Develop individual, authentic relationships with customers and families

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7. Oversee the maintenance of calendar of renters who have booked the camp or whose rental is pending.
8. Participate in monthly Camp Committee meetings prepared to discuss operations of the Camp including bookings calendar, financial reports, cash flow, marketing efforts and operational issues.
9. Day-to-day people management and HR
10. Working to build our CAMP community by fostering relationships with our returning guests and neighbors, delivering a long-lasting, memorable experience, and creating CAMP evangelists.

**ACCOUNTABILITY**

The General Manager is an employee of the AEUNA, and as such is accountable and subject to evaluation by the AEUNA Board of Directors. As a matter of practicality, the General Manager shall report directly to the Camp AREV Committee for the performance of his/her ministry. The Camp AREV Committee on an annual basis shall evaluate the performance and position of the General Manager. The General Manager shall work with the Camp AREV Director in connection with all functions wherein the facility is being utilized by an AEUNA affiliated church or ministry.

**COMPENSATION**

The General Manager shall be compensated at a yearly salary arranged between the General Manager and the Camp AREV Committee. The General Manager's performance shall be evaluated at 3 months, at 6 months, at 1 year of start of employment by the Camp AREV Personnel Committee and annually thereafter.

The General Manager shall split his/her time between the AEUNA offices in Glendale and the office at Camp AREV and is expected to be physically at Camp AREV no less than 3 days a week. The General Manager may sleep at Camp AREV from time to time to avoid unnecessary commuting.

The General Manager shall not enter into and/or conduct any business, sublease or involvement in conjunction with provided lodging and/or Camp AREV facilities and grounds outside of the General Manager's above-mentioned responsibilities unless prior arrangement, in writing, is made to the Camp AREV Committee. It is understood that the General Manager's use of Camp AREV lodging is only concurrent with the General Manager's employment by Camp AREV.

No smoking is permitted on the grounds of the Conference Center, nor are alcoholic beverages to be consumed. All guests of employees, while on the Conference Center grounds, are expected to comply with the same qualifications listed above.

**SCHEDULE**

1. The General Manager is a full-time management position and thus exempt from overtime compensation laws.
2. It is vital that the General Manager be available for consultation while the facility is rented by guest groups and during Camp AREV or AEUNA and affiliated church sponsored programs, such as summer and winter camps, men's and women's retreats. This includes all holiday weekends during which Camp AREV is occupied by a rental group or sponsored program.
3. The General Manager is allowed 5 days paid sick days and 10 paid holidays per year: New Year's Day, Armenian Christmas, Armenian Martyrs' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, and Christmas Day.
4. Camp AREV will not expect the General Manager to work from Good Friday through Easter Sunday, or Christmas Eve / Christmas Day. The camp by policy is not to rent at those times; if a rental arrangement is made for those dates, additional compensation or substitute staff will be provided.
5. The General Manager will be entitled to one week's paid vacation per year. Vacation time can be taken only after eight months from the start of employment and can be taken each year of employment thereafter. To take vacation, the General Manager must give the Camp AREV Committee no less than 30 days' prior notice of the planned absence.

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**TERMINATION**

The employment is at-will and Camp AREV / AEUNA shall have the right to terminate the General Manager's employment with or without cause. However, absent extenuating circumstances, Camp AREV shall endeavor to give at least 15 days' notice to the General Manager in the event of such termination. In the event Camp AREV terminates the General Manager's employment, the General Manager is entitled to be paid all earned and unpaid salary, less required and authorized withholdings and deductions. In the event the General Manager chooses to terminate employment at Camp AREV, the General Manager shall give 15 days' advance notice, and shall be entitled to earned and unpaid salary, less required and authorized withholdings and deductions, through the last day of employment. Because the General Manager may stay overnight from time to time at Camp AREV, if employment is terminated and the General Manager does not vacate the lodging provided, the General Manager shall incur a rental liability of \$2,500 per month and shall be subject to Unlawful Detainer action.