



Summer Operations Lead

TEAM: OPERATIONS

REPORTS TO: OPERATIONS COORDINATOR

Position Description:

The Summer Operations Lead is a member of the Operations Team which is responsible for ensuring smooth operations of all summer programs. As a member of the operations team the Operation Leads are responsible for planning and facilitating a variety of program offerings including crafts, games, activities, adult programs, office administrative tasks, music, skits, and media. The Operations team includes 5-6 leads and 1 coordinator who will work closely to accomplish a large variety of program needs.

Job Duties:

Responsibilities

- Work closely with a team of peers to plan, prepare, facilitate, and clean up a large variety of program offerings.
- Run daily camp operations for crafts, activities, games, skits, music, and admin on a rotating basis assigned in collaboration with other team members.
- Set up and tear down for all operation-related space needs, including the waterslide, faire day, worship spaces, evening activities, and meeting spaces.
- Regularly assist with supervision needs for camp to offer breaks for counselors and coordinators.
- Ensure program operations are appropriate for the age and developmental stages of campers.
- Shop for, order, and inventory supplies necessary for all operations.
- Exercise sound judgment and decision-making to assess and mitigate hazards.
- Effectively build rapport with campers, counselors, and Zephyr Point staff.
- Model inclusive behavior and facilitate a positive group culture.
- Maintain high energy, positive attitude, and focus on campers' and counselors' safety and enjoyment of Zephyr Point programs.
- Assist with daily check-in/check-out & transportation for the Day Camp program (when assigned).
- Participation in intentional community as a member of the Zephyr Point Summer Staff.
- Other duties may be assigned. *

Qualifications:

Required Qualifications

- A minimum of one year out of High School by June 2025.
- Ability to pass a criminal background check.
- Proficiency leading 2-3 of the following types of offerings: music, photography, sound/tech, crafts, games, activities, and administrative work.
- Strong decision-making skills, ability to work without direct supervision, and adaptability to dynamic environments.
- Ability to manage a variety of responsibilities that rotate daily/weekly.
- Professionalism in attitude and appearance.
- Ability to manage self-care and energy throughout a busy and intense summer.

Required Certifications – Must be obtained by the first day of camp

Certifications must be valid through the employment end date.

- CPR/First Aid certification (Provided during the staff training week, if needed)

Preferred Qualifications

- College degree or coursework in elementary education or recreation/outdoor leadership or management.
- Proficiency in Spanish.
- Experience working in a camp setting.
- Experience facilitating group activities.

Required Physical Demands

- Ability to walk and stand for nearly 8 hours a day.
- Ability to walk up and down a minimum of 20 flights of stairs a day with campers.
- Ability to withstand long days in the sun and heat as well as cold windy days.
- Ability to carry up to 50 lbs.

Work Schedule:

The Operations Lead position begins June 13th, 2025, and will terminate on August 17th, 2025 at 11am. Operation Leads can expect to work a minimum of 5 consecutive days with 48+ hours of consecutive time off each week. The Operation Leads are expected to maintain a flexible and changing schedule throughout the summer that is dependent on the programs scheduled for each week. Work hours may vary based on each week’s programs and assignments. Work on the weekends is to be expected.

Compensation and Benefits:

- Compensation: \$3,750 total for the summer.
- Housing in Lakeview Lodge (June 12th – August 17th).
- Dinners are provided Monday-Friday and staple groceries will be provided for breakfast and lunch throughout the week.
- Travel and certification stipends are available.

*The statements herein are intended to describe the general nature and level of the position but are not necessarily a complete list of responsibilities, duties, and skills required of the employee(s) so classified. As such, responsibilities, duties, and required skills may be changed, expanded, reduced, or deleted to meet the business needs of Zephyr Point Presbyterian Conference Center. Zephyr Point Presbyterian Conference Center abides by employment-at-will, which permits the Company to change the terms and conditions of employment with or without notice, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work. Neither this job description nor any other written or verbal communications are intended to create a contract of employment or a promise of long-term employment. Employment-at-will may be terminated with or without cause and with or without notice at any time by the Employee or by Zephyr Point Presbyterian Conference Center.

I have read, understand, and accept this job description as defined above.

Employee Name

Employee Signature