

Ranger Lake Bible Camp

Job Description

Rev. Date: 06/01/2026
Previous Rev. Date: 09/18/2014

POSITION TITLE: **Site Manager**

RESPONSIBLE TO: **Executive Director**

PURPOSE: To oversee campsite buildings, grounds, and maintenance. This includes contributing to construction and renovation projects, vehicle and equipment upkeep, and keeping the campsite clean, safe, and pleasant in an efficient and economic manner.

Qualifications

- A mature and growing Christian.
- In agreement with One Hope Canada's articles of faith and doctrine, code of conduct, and the content of Ranger Lake Bible Camp's mission statement.
- A team player committed to helping others succeed.
- Self-motivated with a strong work ethic.
- Able to relate well with others (e.g., friendly and approachable).
- Familiar with various trade skills.
- Mechanically minded.
- Experience with horse care is an asset.
- Experience with skid steer and front-end loader operations is an asset.
- Valid driver's license, Class 4 or greater preferred.

Key responsibilities include, but are not limited to:

- Oversee general campsite maintenance including:
 - o perform regular preventative maintenance on camp equipment, vehicles, machinery, and heating systems, keeping accurate records
 - o monitor and maintain water and heating systems throughout campsite
 - o maintain an adequate supply of dry, seasoned wood for campfires
 - o oversee seasonal and volunteer maintenance help, ensuring safety standards and camp protocols are observed
 - o winterize campsite before snowfall
 - o ensure all buildings are in good repair, safe, and visually appealing
 - o manage buildings, grounds, and equipment budget, communicating spending with the Executive Director
 - o any other campsite maintenance issues
- Oversee swimming pool operation including:
 - o ensure the pool cleaned and ready to operate on time
 - o work closely with the head lifeguard to insure proper chemical levels, appropriate temperature, as well as ensuring a clean and safe environment
 - o winterize pool in September

- Host guest rental groups (September - May)
 - o work together with associate director in facilitating fall and winter guest groups
 - o ensure camp facilities are clean and ready for the use of guest groups prior to their arrival
 - o welcome fall and winter guest groups, assisting the groups in settling in and orientation and operation of site resources
 - o ensure the bathroom supplies and cleaning supplies are stocked
 - o oversee the group's cleanup of the campsite, reporting any broken or vandalized items to the associate director
 - o communicate programs used and group attendance to office administrator for billing and accounting purposes
 - o be available to solve problems and answer questions during a rental group's stay
- Assist with building projects
 - o operate as a member of the site development committee, working closely with them to ensure building construction meets the committee's goals
 - o oversee building projects as assigned by executive director, including organizing volunteers and contractors
 - o Ensure that work completed is done in a safe manner and that all OH&S regulations are being observed and enforced
- Care for horse herd
 - o make sure horses are in good health, following appropriate feeding and healthcare schedules
 - o as a member of the livestock committee, work closely with them in planning and implementation of horse oriented programming, communicating needs as they arise, including arranging shipping horses to camp as needed
- Team communication
 - o attend morning summer team meetings
 - o participate in weekly full-time team meetings September - May

As a leadership role within a dynamic camp environment, this position requires a flexible 'can-do' spirit. Beyond these primary responsibilities, the site manager collaborates with the full-time team to meet emerging needs and ensure the best possible experience for our guests.

Terms of Employment:

- starting wage is commensurate with experience and education
- must maintain a late model iPhone with Canadian voice and data plan
- must become a full-time One Hope Canada Missionary
- RLBC provides access to a health plan, which is commensurate to family size
- RLBC provides site housing including all utilities
- RLBC provides 1/2 ton truck for camp business use
- 3 weeks of holidays annually, with an additional break at Christmas and after summer camp; exact dates are communicated by the executive director