



Marsden Bay Christian Camp

Job Description: Camp Manager

The Mission Statement for Marsden Bay Christian Camp is as follows:

“Providing high-quality facilities to enable nurturing of faith, leadership, teamwork, personal responsibility, family and community”

The Camp Manager's key role will be to maintain and develop the camp facilities so they are of a “high quality” in order to fulfill our mission statement.

Responsible to:

The Northland Christian Camps Trust Board

Direct reporting roles:

MBCC Staff

Functional Relationships (internal and external):

Staff & Board

Customers/Clients - individuals, churches, schools, clubs.

Suppliers/Contractors

Supporters & Donors

Community

Role Purpose

As the Camp Manager, you will be the operational leader of Marsden Bay Christian Camp. You'll oversee all aspects of camp life — from implementing strategic direction and providing staff leadership to maintaining a high standard of guest experience, compliance, and financial health. As well as a forward-thinking, mission-driven leader ready to shape the future of our Christian camp ministry. Your leadership will ensure MBCC remains a vibrant, spiritually grounded, and well-run operation.

Leadership & Ministry

- Provide spiritual and pastoral leadership to the camp team.
- Contribute ideas and initiatives that support the long-term growth and impact of the camp to capture the idea of innovation needed to grow/sustain the camp.
- Maintain the smooth running of all camp & ministry programmes
- Represent MBCC positively in the local community and broader networks.

People & Culture

- Build meaningful connections with staff, understanding their roles and contributions.
- Lead regular team meetings and maintain open, effective communication.
- Ensure best-practice HR policies are upheld for staff and volunteers.
- Foster a safe, inclusive, and Christ-centred work environment.

Operations & Compliance

- Oversee camp operations, ensuring readiness for groups and effective facility use.
- Facilitating groups, including checking in and out of camp and day-to-day camp user requirements.
- Administrative tasks including fielding enquiries, taking bookings, processing payments, sending out information packs, and record keeping.
- Site Security
- Oversee and work on repairs and maintenance, i.e 10 year property plan
- Manage vendor and supplier relationships to support maintenance and service delivery.
- Other tasks that may arise from time to time that the Board identify as necessary.
- Ensure compliance with key regulatory areas such as:
 - Health & Safety legislation
 - Food Control Plans
 - Dangerous Goods regulations
 - Building Warrant of Fitness requirements

Finance & Planning

- Manage finances in line with agreed budgets.
- Drive increased bednights through marketing or identification of new markets.
- Purchasing equipment and consumables, sourcing the best deals from suppliers
- Plan for project-related and capital expenses.
- Assist with funding applications for key initiatives.
- Oversee various projects e.g building, activities, marketing initiatives

Key attributes for this role include:

- A servant-hearted leader with strong Christian values and a desire to be part of a local church.
- Organised and systematic with good time management.
- Ability to manage stress and pressure.
- Problem solving.
- Passionate about Christian Camping.
- Proven experience in leadership or camp management roles.
- Strong organisational, interpersonal, and communication skills.
- A heart for ministry and people, combined with sound operational acumen.

You will report to, and be accountable to, the Trust Board. Written reports (in an agreed format) will be required prior to each Trust Board meeting. Attendance at Board meetings will be required. There may also be other committees that will require your attendance; these could include a Trust Board Sub Committee and a Property Committee.