

RRBC Program Manager

Position: Program Manager

Location: Red Rock Bible Camp is located in the Whiteshell Provincial Park, MB, Canada. The Hospitality/Program Assistant is expected to live on site. Housing is provided.

Salary: Base Salary of \$37,000.00 and may be adjusted based on qualification, skills, and experience. Housing and four+ months of meals deducted from base salary as they are taxable income.

Responsibilities:

- Programming: develop and deliver compelling programming in support of the mission of RRBC.
 - Develop an annual program plan that defines target markets, program/ministry objectives, and key program deliverables for each program element.
 - Risk management policies are in place for each program and followed consistently.
 - Deliver and/or oversee delivery of programming to ensure program objectives are met consistently.
- Student Team: recruit and develop seasonal student teams to deliver program and operational services support needed by RRBC.
 - Develop a recruitment strategy to attract qualified student staff/volunteers.
 - Interview and make hiring decisions with input from the management team and Camp Director.
 - Create a comprehensive orientation program for onboarding new staff/volunteers, ensuring training for all the regulatory requirements.
- Hospitality: create a safe atmosphere where guests can flourish and expectations are exceeded.
 - Create and update standards of quality for key areas of guest service for all rental groups and programmed events.
 - Provide a clearly defined and measurable standard of quality service for all guests (summer camps, guest groups, retreats).
 - Work “hosting shifts” to ensure that promised services are consistently delivered to groups at RRBC.
- Promotion: achieve the desired attendance for each program experience and rental group schedules.
 - Work with the Camp Director in planning promotions and selling strategies specific to each RRBC experience (programs, rentals, etc.).
 - Prepare a promotion budget and submit it to the Camp Director in a timely manner.
 - Competency in the various promotions channels including:
 - Email
 - Social Media
 - Direct Mail

- Website
- Media (radio, newspaper, etc.)
- Road Shows (conventions, churches, etc.)

Qualifications:

- A committed Christian with a deep understanding of and personal faith in Jesus Christ.
- Proven management and leadership experience in a related field.
- Strong organizational skills, financial management, and problem-solving skills.
- Good interpersonal and communication abilities.
- Passion for mentoring others in their skills and their faith in Christ.

Job Breakdown:

- 40% - Programming
- 20% - Student Team
- 20% - Hospitality
- 20% - Promotion

To Apply:

Interested candidates are invited to submit their resume and a cover letter outlining their qualifications and alignment with Red Rock's Christian values to hr@redrockbiblecamp.com. Please include "Hospitality/Program Assistant Application" in the subject line. Applications will be accepted until a suitable candidate is found. Only those selected for an interview will be contacted.