



**Camp Highroad**  
**Operations and Programs Administrator**  
**Position Description**  
**Part Time Position (up to 30 hours a week)**

The mission of Camp Highroad is to be an outdoor ministry set apart to serve, grow and renew all who visit.

Our Vision is to create expansive and enriching year-round experiences for people of all ages. This vision is anchored in Christianity and supported by a fully equipped staff and engaged community, operating with updated, sustainable systems and facilities. Camp Highroad is a ministry of the United Methodist Church.

The Operations and Programs Administrator, under the direction of the Camp Highroad Director, will support the Assistant Directors for Operations, Summer Camp, and Programs. The Administrator will work on a day-to-day basis with each of the Assistant Directors coordinating and prioritizing supporting activities across multiple responsibilities. The Administrator will work routine business hours throughout the week and may be asked to support weekend activities on an as needed basis. The work location is at Camp Highroad in Middleburg, VA. All functions and activities will be performed in alignment with the United Methodist Church Book of Discipline and all Camp policies.

**Qualifications:**

1. An active faith in Jesus Christ and a desire to see all come to know and grow in Him.
2. Highly organized and able to focus on routine and non-routine work assignments.
3. Ability to recommend and develop improvements to administrative processes.
4. Exceptional customer service and interpersonal skills.
5. The ideal candidate will have post high school education with bachelor's degree desirable.
6. Possess a team building attitude, with focus on mission and purpose of Camp Highroad.
7. Experience in hospitality, events or conference management to include understanding of scheduling, bookings, registrations and light accounting desirable.

**General Responsibilities:**

1. Light accounting, ledger postings AR, AP, and receipt filing.
2. Cash flow analysis and tracking.
3. Invoicing and payments.
4. Time keeping and tracking.
5. Expense management and tracking.
6. Payroll entries and employee set up within payroll processing system.
7. Bookings management will focus on maximizing capacity and occupation.
8. Summer Camp registrations.
9. Scheduling of programs and staff required to execute Camp activities and programs.
10. Other duties as needed to effectively manage and operate Camp Highroad.



21164 Steptoe Hill Rd  
Middleburg, VA 20117

Evaluation and Benefits:

1. Annual evaluation will occur by the Camp Highroad Director in accordance with the employee manual whose policies are incorporated herein as are other written policies.
2. Part time position, with potential to grow into full time position with benefits.

Please send resume to Board Chair, Greg Early, [board.chair@camphighroad.org](mailto:board.chair@camphighroad.org).

Please note **Operations and Programs Administrator** in Subject line