



Our Mission

The mission of Whispering Winds Catholic Conference Center is to provide a Christ-centered environment, apart from the everyday world, where all are welcome to increase their knowledge of and commitment to Christ, and join as fellow pilgrims on their journey of faith with God.

Job Title: Operations Manager

Organizational Relationship: Reports to Executive Director

Department: Operations

Location: Whispering Winds Catholic Conference Center, Julian, CA

Annual Salary: \$75,000 to \$80,000+

Position Type: Full Time, Exempt plus benefits, potential for optional onsite housing

Overview:

Whispering Winds seeks a full-time Operations Manager for a year-round mountain camp and conference center in Julian, CA. The camp is located on 161 acres and serves over 11,000 campers annually. This position will be responsible for managing Facilities and Grounds Departments and collaborating with the Camp Director and Director of Food Service, as well as supervising all contractors and vendors, budget development/management and ensuring the camp operates in compliance with all laws and regulations while remaining consistent with the mission and established policies and procedures of the camp.

Qualifications:

This position requires a person who:

- Demonstrates leadership by interacting with all staff in an upbeat, flexible, proactive, resourceful and efficient manner, with a high level of professionalism
- Has the ability to multitask while collaborating between departments and overseeing the facilities and grounds departments
- Has experience in overseeing projects and seeing them through completion
- Has construction project management experience
- Has experience in human resource management to foster a safe working environment
- Is proficient in computer use, including database management, spreadsheet, word processing, Attendance on Demand time and attendance program, email, and internet use. Has thorough understanding of non-profit related budget spreadsheets
- Demonstrates expert-level written and verbal communication skills, with strong decision-making and attention to detail
- Provides comprehensive administrative support, as well as verbal and written weekly reports as needed

Job Description:

Facilities and Grounds Departments:

- Supervise staff responsible for the safe completion of tasks related to daily buildings and grounds maintenance, repairs, and projects
- Oversee the purchase, use and care of all maintenance equipment, tools and supplies
- Work with the Executive Director and related Board of Directors appointed committees regarding significant improvements to the camp, including landscaping and new building projects
- Collaborate with grant writers and development staff to obtain grants to ensure camp growth and safety
- Supervise the maintenance of all asset logs, including replacement costs, scheduled repairs and life expectancy
- Oversee winterization, fire mitigation, and regular safety practices

Camp Experience Department:

- Collaborate with the Camp Director and associated Camp Experience staff responsible for customer service and the maintenance, safety, certification and staffing of camp amenities
- Collaborate with the Camp Director regarding all significant improvements to the camp amenities

Food Service Department:

- Collaborate with the Director of Food Service regarding all significant maintenance, improvements, and safety measures to the camp kitchen, dining hall, and surrounding areas

Contractors and Vendors:

- Act as on-site liaison and project manager for all building projects
- Determine all contractor and vendor scopes of work
- Supervise all contracted work for repairs and maintenance as needed
- Ensure all paperwork is complete and all contractors and vendors provide high quality results within an approved budget
- Review and coordinate estimates, contracts, and invoice approvals

Finance:

- Prepare the annual and mid-year building and grounds budget in collaboration with the Controller
- Develop and maintain long-term preventative maintenance and capital improvement budgets
- Identify all camp cost-reduction opportunities, including analyzing alternate solutions or strategies to reduce costs for utilities, materials, labor, vendors and contractors

Compliance and Risk Management:

- Responsible for obtaining and complying with required licenses, permits and approvals from all applicable city, county and state regulatory agencies
- Ensure all camp repairs, maintenance and upgrades are in compliance with OSHA guidelines and all local, state and federal regulations
- Implement and update Camp Emergency Procedures on a quarterly basis to include fire and power outage drills
- Coordinate with the staff to monitor the safety of guest activities, as well as buildings and grounds to minimize the exposure to liability
- Ensure that all required paperwork for operations staff and volunteers is received and processed, i.e., waivers, incident reports, employment documents, and workers compensation claims
- Under the direction of the Human Resources Department, ensure all related policies and procedures are managed for the Operations Department

Staffing:

- Responsible for facilities and grounds staff recruitment, job descriptions, interviews, and salaries in collaboration with the Human Resources and Business Departments
- Review the effectiveness and productivity of all facilities and grounds staff and evaluate individual performances annually
- Oversee the time and attendance and scheduling of all facilities and grounds staff via the Attendance on Demand program

Other Job Duties:

- Collaborate with the Building and Grounds Committee in an effort to complete all camp related projects as advised, within budget and in a timely manner
- Attend staff meetings and special ministry events, some held off site and on weekends
- Attend trainings and seminars
- Be available for on call emergencies, such as fire, snow, and power outages
- Maintains relationship and collaborates with local neighboring HOAs, fire department, sheriff and SDGE for resources, camp support and safety

Miscellaneous:

- Normal indoor/outdoor environment requiring occasional lifting (up to 50 lbs.), bending, stooping, pushing, pulling, and standing for moderate periods of time
- Minimal travel to San Diego/reliable transportation required

Disclaimer:

This job description is a summary of the typical functions of the job, not a complete list. The responsibilities, tasks, and duties might differ from those outlined and other duties, as assigned, might be part of the job. For more information on the organization, please visit whisperingwinds.org.