



*Christ-Centered Cheerleading Camps*  
CrossCheer.com

## Operations Manager Job Description

### Description:

The Cross Cheer Operations Manager is responsible for ensuring all summer camps run smoothly by being the organizational genius behind the scenes, communicating to coaches, churches & camp attendees and assisting the camp director. This person will interact with camper parents, church camp directors, coaches and company owner. A fair amount of driving will be required to visit multiple camp sites weekly.

### Requirements:

- Reliable car, valid driver's license and current auto and collision insurance
- Cell phone to receive emails, texts and calls
- Proficient in Microsoft Word, Excel and Powerpoint
- Ability to set up iCloud photo albums to collect camp photos + edit (can teach how this is done)
- Must have a laptop computer & color printer (can discuss providing if you don't have at home)
- Cheerleading/coaching experience a plus
- Extremely organized and detail-oriented
- On Time (or early!)
- Ability to carry 25 pound boxes
- No age/education requirements. Candidate will be assessed on skills mentioned above only.

### Example Daily Duties:

#### **Thurs/Fri/Weekend Prior to Camps: (est. 2 hrs per camp per week)**

- Create Paperwork Folders for following week's camps
  - Designate buddy teams
  - Print registration rosters
  - Print checkout sheets
  - Print nametags for following week camps
  - Sticker name tags with colored stickers for respective buddy teams
- Empty, inventory and organize previous week's camp supplies
- Visit storage facility to organize returning supplies and pack following week's supplies
- Pack next week's camp boxes following provided checklist (includes crafts, shirts, posters, etc.)
- Announce coach of the week on Facebook
- Set up Individual camp folders on Photos app to collect photos from respective coaches for each camp. Invite coaches working each camp to be a contributor.

- Keep track of shirt, craft and other supply inventory for future weeks
- Communicate with camp director about status
- Optional Items:
  - Assist with scheduling coaches for following week if we do not have adequate staffing already lined up
  - Send post camp email to parents with survey link/lost and found items (occasionally)

#### **Sunday Evening:**

- Text respective head coach's' names of any last minute registrations for their camps so they can make a nametag for them
- Forward pre-camp email to those parents

#### **Monday:**

- Wake early delivering camp supplies to 2-4 Dallas metroplex churches prior to 8am
- Help with registrations at largest camps (forward new registrants pre-camp email and send registrant information to camp director)
- Edit photos from previous camps & post to Facebook
- Evaluate coaching staff using camp evaluation form at 4 day camps and review with HC/CD
- Travel to afternoon camps and deliver supplies by noon
- Help in afternoon with registrations at largest camps forward new registrants pre-camp email and send registrant information to camp director)
- Evaluate coaching staff using camp evaluation form at 4 day camps and review with HC/CD
- Occasionally fill in for a coach who is absent/sick or unavailable

#### **Tuesday/Wednesday: *SLOW DAYS WITH LITTLE RESPONSIBILITY***

- Address any needs or issues coaching staff has
- Edit photos and post to Facebook (create a highlights folder) \*Deadline for photo posting is 2 weeks after respective camp ends.
- Occasionally fill in for a coach who is absent/sick or unavailable

#### **Thursday:**

- Help with end of camp shows
- Collect coach of the week nominations via text message
- Occasionally fill in for a coach who is absent/sick or unavailable
- Help share amongst coaches best practices/tips/etc.
- Pick up camp supplies from each church (t-shirts, crafts, posters, etc.)

#### **Compensation:**

- Approx. 20-30 hours per week paid at a rate of \$15 per hour. Operations Manager will keep track of weekly hours, turn hour tracker in weekly and will be paid accordingly.

- Gas/car allowance paid each week based on actual miles driven. Mileage tracker due to Camp Director weekly along with hour spreadsheet. Mileage paid at \$.25 per mile.
- Printing Supplies Provided (paper, ink, nametag paper)
- Operations Manager will be a 1099 Contractor

**Timeline:**

- Mid/Late April Candidates Chosen and Interviews Set Up
- Training Late May (prior to camps start)
- Ideal Start Date is May 26<sup>th</sup> (but flexible for ideal candidate school/teaching commitments)
- End Date is Aug 5<sup>th</sup> (negotiable if scheduling conflict exists)
- Total of 10 weeks

Job Description Agreed Upon By: \_\_\_\_\_ (sign here)

Date: \_\_\_\_\_

*\*Employer has the right to alter job description as needed throughout contracted assignment.*