

Role Description: Campsite Manager

A key role, essential to the operation of the campsite.

Skills And Qualities Needed:

- Experienced leader, able to brief, train, and encourage the Campsite Team
- Excellent people skills
- Collaborative leadership style
- Have lots of energy, patience, a sense of humour and flexibility!
- Good level of spoken English
- Good IT skills
- An appetite for fresh air is a must for this role!

Specific Requirements:

Each week's Campsite Manager is responsible for ensuring the site and facilities are operated and maintained in a safe and effective manner in accordance with the risk assessments. In particular:

- Complete the Volunteer Application Form (both this and the online training are new requirements for 2026, as we bring our processes into line with Keswick Ministries and look to the forthcoming introduction of Martyn's Law).
- Undertake some online training (less than two hours) prior to being confirmed on team.
- Arrive on site prior to camper check in (pitch will be available the night before camper check in, although some folk choose to camp for two weeks, volunteering on their second week. If volunteering for week one, you may arrive on the Friday of setup week).
- Lead the Campsite Team in accordance with established procedures
- Prepare a handover report at the end of the week
- Create and run a Campsite Team WhatsApp Group for the duration of camp to ensure smooth communication and running on camp. Ensure the group and its contents are deleted, after completing your report and handing over any issues.
- Liaise with the Camp Coordinator and other members of the Planning Team as appropriate
- Oversee the checking in of campers on the arrival Saturday, including briefing volunteers following morning prayers to ensure everything is ready on time.
- Oversee the checking out of campers leaving on the following Saturday (usually until 10am, week three tends to be later).
- Ensure campers and day visitors are booked in on arrival, and booked out on departure
- Ensure the campsite and its facilities are safe and clean
- Liaise with the Maintenance Team to ensure any issues with the site and facilities are addressed promptly and effectively
- Hold responsibility for the camp phone when team not on duty (e.g. overnight)
- Be on-call for overnight emergencies
- Ensure volunteers helping on arrival Saturday are provided with breaks and refreshments, including a sandwich lunch and hot meal after welcome session
- Run the welcome session on arrival Saturday
- Run a bring and share lunchtime meal for all campers on a weekday, providing hot/cold drinks and ice cream cornets
- Support the smooth running of the camp by coming alongside campers and bringing your camping experience when necessary (e.g. in bad weather, new to camping etc. Galatians 6:2)
- Interact with campers around the rules of camp in a manner which promotes both the smooth running of the camp and positive Christian relationships. (Romans 12:18)
- Ensure all duty shifts are covered