



**Position Available -
Director of Administration**

Director of Administration – Camp Ajawah – Exciting and highly flexible opportunity to be a part of Minnesota’s youth summer camp culture! Westminster Camp Ajawah is a 93-year old summer camp located on the shores of Linwood Lake (only 45 minutes north of Minneapolis) that focuses on a rustic, natural and fun outdoor experience while building lifelong friendships and developing leadership skills for campers aged 6 to 15. Camp Ajawah offers four summer sessions, including two 2-week girls camping sessions followed by two 2-week boys camping sessions.

This is a year-round, part-time position is expected to be a 50% position with flexible hours including a greater time commitment in late spring and summer. Work location is flexible with some meetings at Westminster Church in Minneapolis and/ or Camp Ajawah. A summer cabin can be made available.

Job Qualifications: Candidate will possess relevant experience, preferably in the non-profit, education, youth services or related sectors with knowledge of fund-raising, budgeting, marketing, and general operations. The candidate will have strong verbal and written communication, interpersonal, and computer skills, as well as be self-motivated and results oriented. Candidate joins a small team of staff and volunteers committed to Ajawah campers, summer staff and families.

Salary Range: Based on candidate’s qualifications

Job Duties:

- Annual budget preparation and management
- Fundraising including grant writing and constituent giving
- Management of the annual calendar, camp reservations, and camp website
- Communication with constituents
- Volunteer recruitment and some training
- Administration of communications, contracts, and support of staff selected by Camp Director
- Management of the camp food program in collaboration with the Camp cook;
- Development/ updating of relevant policies/ manuals relating to transportation, health, water, and environmental issues;
- Potential future role administering compliance/ accreditation of the Camp by the ACA.

Application Process: Send a resume, cover letter and references via email to Jess Niebuhr, niebuhrjl@gmail.com by February 7, 2019 for priority consideration. Email questions and requests for additional information. In your cover letter, please tell us a little about yourself, explain why you are interested in this position, discuss how you might approach this job, and identify your salary requirements. Camp Ajawah is an equal opportunity employer. We hope to fill this position by March 1, 2019.