



Impact 2818  
P.O. Box 16  
North Webster, IN 46555  
Apply online @ [www.impact2818.com](http://www.impact2818.com)

## Evening Manager

**Purpose of this Position:** To supervise staff and oversee activities during the evening hours; Coordinate Site Volunteer Program.

**Essential Functions & Responsibilities:** To supervise & assist summer staff during evening hours; Ensure staff and facilities are prepared for evening activities; Ensure all buildings and gates are secured overnight; Monitor weather during evening hours & overnight; Schedule, supervise, assist, evaluate & mentor site volunteers; Assist Program Manager in preparing for each camp; Assist Program Manager in planning & leading summer staff training.

**Other Duties:** Assist in Camper Check-In & Closing Celebration; Grounds Maintenance; Housekeeping; Dishwashing; Perform related duties as assigned.

**Supervisory Responsibilities:** Supervise summer program staff & site volunteers.

**Knowledge & Skills:** Understanding of the developmental stages of students; Experience supervising others; Excellent organizational and public relation skills.

**Fiscal Responsibility:** This position may require purchasing or ordering supplies. All purchases made on behalf of the camp must follow appropriate steps set forth by Impact 2818.

**Extent of Public Contact:** Extensive contact with campers, volunteers and parents.

**Working Conditions and Physical Demands:** At any given time may need to run, sit, squat, bend or twist to perform duties; Perform simple and power grasping, pushing, pulling and fine manipulation; Lift or carry weight of 50 lbs or less; Walk for extended periods of time.

**Wage & Benefits:** Full lodging and meals; Pay Range Starting at \$285