



Southern  
Christian  
CHILDREN'S HOME

## Campus Manager

**Reports To:** Executive Director

**Status:** Full Time/Exempt

**Minimum Qualifications:** Bachelor's degree; Business, Construction Science, or other

**Job Summary:** The Campus Manager works with the Director of Finance, the Director of Children's Services, the Director of Development, and the Executive Director to fulfill the mission of **Southern Christian Children's Home** and to ensure the ultimate success of the organization. This role requires strategic plan development to affect the campus, facilities, ranch, volunteers, maintenance, and construction projects.

The Campus Manager will oversee subcontractors, utility issues on the campus/ranch, campus alarms and security issues, special events, volunteer group projects/programs, and other necessary job-related duties.

This role requires supervision; oversight and decision-making; fiscal and operational management; along with building and maintaining excellent relations with the board of directors, donors, public officials, and colleagues from other organizations. The Campus Manager will be a Christian leader who is passionate about facilitating positive life change through the supervision of staff by aligning with the care and development of at-risk children. The Campus Manager will communicate and execute the vision of **Southern Christian Children's Home** with excellence.

The Campus Manager will...

1. Assist with the implementation of the **Southern Christian Children's Home** strategic plan jointly developed by the board of directors and the Executive Director.
2. Will work in close partnership with the Director of Finance, Director of Children's Services, Director of Development, and the Executive Director.
3. Oversee the maintenance staff of both the campus and ranch.
4. Assist with the remodel/expansion of the physical plant master plan and then coordinate/supervise all construction and remodel projects, including infrastructure, utilities, buildings, roads, children's program area design, ranch improvements, and all other projects included in the master plan.
5. Develop and equip houseparents and other staff residents with the proper tools to maintain the living areas, roadways, common areas, and buildings at the highest level of appearance and cleanliness.
6. Plan and develop operating budgets for all capital projects along with the Executive Director.
7. Oversight of Dining Hall usage, scheduling, and physical condition.
8. Oversight of gym usage, scheduling, and physical condition.
9. Coordinate work projects conducted by community service groups, church family groups, church youth groups, and church volunteer organizations.
10. Oversee the physical plant and facility care for all children's program areas on campus and at the ranch, including the horsemanship program, show animal program, wilderness training areas, ropes/zipline.
11. Serve under the Executive Director as a member of the SCCH management team, alongside the Director of Finance, Director of Development, and the Director of Children's Services.
12. Manage and fulfill additional duties as may be assigned by the Executive Director.

## Competencies:

Confidence-will be confident in his God-given abilities and able to present himself as a leader.

Encourager- truly cares about and shows understanding of the children, staff, volunteers, subcontractors, and other community partners.

Humbleness- willing to listen, realizes that success requires a team effort, and can resolve conflict in a respectful, caring manner.

Quality Management-looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.

Safety and security- actively promotes and personally observes safety and security procedures and uses equipment and materials properly.

Planning and Organizing- is a driven self-starter who prioritizes and plans work activities, uses time efficiently, and develops realistic action plans.

Leadership skills- displays flexibility in leadership and includes staff in planning, budgeting, decision-making, facilitating, and process improvement; makes himself available to staff, provides regular performance feedback; and develops supervisee's skills and encourages growth.

## General:

Approach all decisions in a Christ-like manner with a heart for individuals, while maintaining the direction and vision cast by the Executive Director. Take all possible steps to ensure the safety and spiritual wellbeing of all children and employees who reside and /or work on the campuses of **Southern Christian Children's Home**.

Advocate for children's spiritual, physical, emotional, and educational needs while working with all agencies, professionals, volunteers, and biological family members.

The purpose of Southern Christian Home job descriptions is to describe the basic function, major responsibilities/tasks, and essential functions of each job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employee contract, nor does it modify the at-will employment status of all employees.

A job description is not meant to inhibit employee creativity or innovation. The description will be revised as job responsibilities change materially.

**NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the Home.**