

WABASH PARK CAMP & RETREAT CENTER

DIRECTOR OF OPERATIONS | EMPLOYMENT APPLICATION

Clay City, Indiana • Please complete all applicable sections. Attach additional pages if needed.

Submit this application, your résumé, letter of interest, and references to Deana@wabashparkcamp.org. Questions: (317) 409-4718.

1 Applicant information

Full legal name: _____

Preferred name (optional): _____

Email address: _____

Phone number: _____

City / State: _____

Best way and time to contact you: _____

Are you legally authorized to work in the United States? ☐ Yes ☐ No

Will you require employer sponsorship now or in the future? ☐ Yes ☐ No

Earliest available start date: _____ Desired compensation (optional): _____

2 Experience and qualifications

Please attach your résumé. Summarize experience most relevant to this role.

Years of operations or organizational leadership experience: _____

Areas of experience (check all that apply):

☐ Facilities / grounds ☐ Guest services ☐ Staff supervision ☐ Volunteer coordination

☐ Budgeting / purchasing ☐ Project management ☐ Camp / retreat operations ☐ Safety / risk management

☐ Scheduling / logistics ☐ Other: _____

Education, training, licenses, or certifications relevant to the position:

Most relevant recent position / organization: _____ - _____

Dates: _____ Responsibilities / number of staff supervised:

3 Leadership and operational questions

Please answer briefly; additional pages are welcome.

1. Describe your experience leading employees and volunteers. How do you set expectations and provide accountability?

2. Share an example of managing competing priorities, such as guest needs, staffing, and an urgent facility issue.

3. What experience do you have with budgets, maintenance planning, vendors, and capital projects?

4. How would you build effective working relationships with an Executive Director and a separate Youth Camp Program Administrator?

4 Mission and ministry

What draws you to Wabash Park Camp & Retreat Center and its Christian hospitality mission? How would you support that mission in this role?

Describe your experience serving in a Christian ministry, camp, nonprofit, or similarly mission-driven organization (if any).

5 Availability and work expectations

Can you meet the position's essential schedule requirements, including occasional evenings, weekends, and peak camp seasons, with or without reasonable accommodation? ☐ Yes ☐ No ☐ Would like to discuss

Are you able to perform the essential functions of the position, with or without reasonable accommodation? ☐ Yes ☐ No ☐ Would like to discuss

Anything you would like us to know about your availability?

6 References and attachments

Please attach three professional references, including name, relationship, organization, phone, and email. We will seek permission before contacting your current employer.

☐ Résumé ☐ Letter of interest ☐ Three professional references ☐ Completed application

7 Applicant acknowledgment

I certify that the information provided in this application and accompanying materials is accurate and complete to the best of my knowledge. I understand that any offer may be contingent upon appropriate reference checks, verification of qualifications, and applicable background screening. This application does not create an employment contract.

Signature: _____ Date: _____

Wabash Park Camp & Retreat Center considers applicants in accordance with applicable law. Please do not include Social Security numbers, dates of birth, medical history, or other sensitive personal information in this application.