



Hidden Acres Recruiting Manager

The Recruiting Manager is responsible for the process and strategy of recruiting summer staff and Higher Education students at Hidden Acres. This is a full-time, salaried position and works directly with the ministry/program team. Their direct supervisor is the Assistant Summer Camp and Higher Education Director.

This is an “entry-level” position at Hidden Acres with the potential for additional responsibilities in the future.

Recruiting Summer Staff

- Directly manage the application process for all summer staff applicants (typically 220+ applicants)
- Coordinate a recruiting schedule for visits to churches, schools, colleges, and ministries for high school and college students to promote summer job opportunities
 - 4-8 visits per month, September-May
- Visits may include speaking at youth groups or schools, attending ministry/career fairs, or setting up a promotional display at ministry events
- Attend most recruiting visits personally. Coordinate visits for other staff, as needed. The Recruiting Manager will only do a max of one Sunday morning church visit a month, to allow involvement in a local church.
- Recommend, implement, and evaluate new strategies for recruiting summer staff

Higher Education

- Directly manage the entire application process for all Higher Education applicants (The Ministry School and The Residency)
- Promote Higher Education programs on recruiting visits
- Disciple one or more student of the same gender, meeting weekly
- Coordinate guest speakers for weekly life skills seminars and Bible studies for Ministry School students
- Teach life skills seminars and Bible studies for The Ministry School, as needed
- Potential for on-site housing with students to serve in a Resident Supervisor role

Summer Camp

- Assist the Summer Camp Director in developing and implementing staff training
- Manage summer staff administrative needs (staff bios, time-off requests, etc.)
- Lead summer staff meetings, as assigned

Other Responsibilities

- Complete other administrative responsibilities as assigned
- Work weekends at Hidden Acres on a rotating basis (typically 3 weekends/month) in a variety of departments (kitchen, housekeeping, activities, etc.)
- Potential for additional responsibilities based on the candidates interests and skills

Qualifications

- A committed follower of Christ, in agreement with the EFCA Statement of Faith
- A 4-year college degree or 4 years of full-time employment (preferably in ministry/camp setting)
- Ability to work well independently and as part of a team
- Personable and able to connect with students, guests, and staff of various ages, backgrounds, etc.
- Passionate about student ministry
- Organized and capable of balancing multiple projects at once
- Must possess and maintain a current, valid driver’s license and have an acceptable driving record



Benefits

- Salary to be discussed during the interview process
- PTO
- 403(b) retirement account
- 403(b) retirement account matching (2% after first year of employment)
- Staff discount on store items
- Meals in the Dining Hall whenever served (daily staff lunch, most weekend meals)
- Flexible schedule
- Potential for on-site housing
- Opportunity to take master's level courses toward a degree in Organizational or Christian Leadership at Hidden Acres

Interested applicants should email a resume and cover letter to eric.smith@hacamps.org to receive an application. Applications will be accepted until the position is filled.