



Texas Brigades Seeking Operations Manager

About Us and Our Mission:

Bobwhite Brigade, dba Texas Brigades is a dedicated nonprofit organization committed to providing enriching and impactful programs for youths and adolescents. Our mission is to educate and empower youths with leadership skills and knowledge in wildlife, fisheries, and land stewardship to become conservation ambassadors for a sustained natural resource legacy.

Job Title and Position Type: Operations Manager, Full-time

Job Description:

We are seeking a dynamic and organized Operations Manager to join our team and play a crucial role in the successful execution of our educational programs, specifically our summer Brigade camp program. The Operations Manager will oversee various aspects of program processes and general operations, ensuring a safe, efficient, and productive experience for staff, volunteers, and participants. The Operations Manager will report to the Executive Director, work under the Program Manager, and oversee seasonal summer staff.

Primary Responsibilities:

1. Logistics and Planning
 - Responsibly coordinate and execute logistical aspects of summer camp operations, including staff transportation, facilities, equipment, and supplies.
 - Collaborate with team members to plan and execute logistical camp schedules, supplies orders, equipment needs, and summer staffing requirements.
 - Maintain an accurate and comprehensive inventory of program-related equipment, materials, and items.
 - Manage the Texas Brigades online store by ensuring inventory is updated, orders are adequately filed and filled, and orders are shipped in a timely manner.
2. Staff Management
 - Recruit, train, and supervise seasonal staff.
 - Develop and execute a recruitment strategy to attract qualified and motivated seasonal staff.
 - Conduct interviews, review applications, and contribute to hiring decisions based on the organization's needs.
 - Manage staff schedules, evaluate performance, and address personnel issues that may arise.
 - Create and manage staff schedules to ensure adequate coverage during camp sessions and special events.
 - Assign tasks and responsibilities based on individual strengths and skills.
 - Monitor staff attendance and address any scheduling conflicts promptly.
 - Provide strong leadership and guidance to seasonal staff, fostering a positive and collaborative work environment.
3. Communication
 - Maintain effective communication channels with staff teams and other stakeholders as needed.



- Verbal communication is required for day-to-day activities, planning, teaching, and explaining. Verbal communication is required in person, one-on-one, group orientation, and via telephone.
 - Written communication is required for confirmation and scheduling purposes.
 - General communications such as emailing, phoning, texting, mailing, copying, retrieving orders (driving), etc. are required.
 - Promptly and professionally address inquiries, concerns, and feedback from key personnel, parents, or volunteers.
 - Work closely with the Program Manager and other team members to align operations with organizational goals.
 - Contribute to strategic objectives and needs by creating and maintaining professional relationships with volunteers, as well as collecting data and understanding from general operations.
 - Establish clear and effective communication channels for staff members to stay informed about camp activities, policies, and updates.
 - Conduct regular meetings with seasonal summer staff to address concerns, share information, and foster a sense of community among staff. Report necessary details to the Program Manager.
4. Budget Management
- Understand the budget for summer camp operations, ensuring financial resources are allocated and utilized appropriately.
 - Monitor expenses, identify cost-saving opportunities, and report financial status to relevant staff and stakeholders.
5. Safety and Compliance
- Implement and enforce safety protocols and guidelines to ensure the well-being of camp participants, volunteers, and staff.
 - Design and implement a comprehensive training program for seasonal staff, covering camp policies, safety protocols, and specific job responsibilities.
 - Conduct orientation sessions to familiarize new hires with the organization's mission, values, and expectations.
 - Stay informed about relevant regulations to ensure the organization complies with legal requirements.
6. Problem Solving
- Identify potential issues or challenges and proactively develop solutions to address them.
 - Handle emergencies or unexpected situations efficiently and calmly.
 - Act as a mediator in resolving conflicts among seasonal staff members, promoting open communication and a positive team culture.
7. Evaluation and Reporting
- Assess the success of summer camp operations through data collection and participant feedback.
 - Prepare and present reports to senior management, highlighting achievements and areas for improvement.



- Implement a performance evaluation system to assess staff performance and provide constructive feedback.
8. Community Engagement
- Build and maintain relationships with local communities, schools, and partners to enhance the organization's visibility and support.
 - Schedule, prepare for, and attend various outreach events when applicable.
9. Continuous Improvement
- Identify opportunities for improvement in processes and make recommendations for enhancements.
 - Stay updated on industry trends and best practices in camp operations management.

Minimum Qualifications:

- Bachelor's degree related to agriculture, business, or logistics, or equivalent work experience.
- Experience in small teams management.
- Exceptionally strong organizational and leadership skills.
- Excellent communication and interpersonal abilities.
- Familiarity with budget management and financial oversight.

Preferred Qualifications:

- Ability to pull, park, and load cargo or similar trailer.
- Previous experience in operations management.
- Full-time work experience in related field.

Working Conditions:

Duties are performed in the office, at storage and warehouse facilities, and in conjunction with associated equipment trailers, etc. Evening, holiday, and weekend work is occasionally required, especially during peak program season (June-July). Travel is required in various locations across the state as it relates to outreach efforts such as meetings, conventions, expos, and program sponsored events. Travel will account for 10-20% of time.

Compensation: Salary range based on qualifications and experience: \$40,000-\$50,000.

Benefits: Paid time off and holidays outside of peak season.

Location: Office headquarters in New Braunfels, TX. No remote work options.

Deadline for Applications: April 7, 2024, 11:59pm CST

How to Apply:

Interested candidates should submit a cover letter, resume, and contact information for at least three references to natalie@texasbrigades.org by the application deadline. Please include "Operations Manager Application" in the subject line.