

# OPERATIONS DIRECTOR, SZARVAS CAMP

## JOB DESCRIPTION

Job Title: Operations Director, Szarvas Camp  
Responsible to: JDC Hungary Director  
Location: Office, based in JDC offices, Sip Utca 12, Budapest with regular visits to Szarvas site

### Overall Purpose:

Working closely with the Szarvas Camp Director, the Operations Director will be overall responsible for all of the operations of the highly acclaimed Szarvas Jewish camp, JDC's flagship program for participants from across the globe. Within its extensive grounds, Szarvas camp hosts some 3,500 people a year, primarily on its youth camps with four, 12 days sessions throughout the summer months, each with 450 young people and 150 staff members. The Operations Director will ensure that the camp's operations and logistics are organised and implemented as efficiently and effectively as possible, in line with both JDC's and the Szarvas camp's vision, mission and values as well as with all of JDC policies and procedures.

### Key Responsibilities:

- Overseeing the upkeep, repair and maintenance of all equipment used for Szarvas, whether on-site or in the Budapest office.
- Overseeing the Szarvas purchasing policy, including negotiating and implementing all agreements and contracts with suppliers and vendors.
- Primary point person/project manager for all Szarvas site renovations, in particular, the work to be undertaken through the current renovations campaign.
- Overseeing the camp kitchen and all food related issues.
- HR responsibility for negotiating and arranging conditions and contracts, for all freelancers and temporary staff (note that the selection of staff is the responsibility of the Szarvas Camp Director).
- Ensuring compliance with all health and safety policies and aspects of the camp.
- Ensuring all relevant insurance is in place and up to date.
- Overseeing Szarvas, and JDC Hungary's, data protection policy.
- Working with the finance team to ensure that the agreed budget is managed effectively and kept on track.
- Recruit and line manage the Szarvas Operations assistant/coordinator.
- Helping out/advising the JDC Hungary team with their general operational needs

### Key Tasks:

- Being available for all key Szarvas Camp related events throughout September-June and visiting the events to check on operational issues.
- Regular visits, including overnight stays, at Szarvas throughout the June-August season.
- Approval of invoices in the accountancy system & signing the certificate of completion when needed.
- Possibly being a signatory for Szarvas related contracts.
- Close cooperation with all other JDC Hungary functions, especially finance and administration, etc.
- Being part of the JDC Hungary Management team and attending both management team meetings and all full team meetings.
- Other tasks as required by JDC Hungary Director and/or the management of the JDC Europe Regional team, especially with regard to the general operational needs of JDC Hungary.
- Occasional overseas travel and occasional weekend and/or evening work required.

## PERSON SPEC

### Necessary

- B.A. in relevant area preferred
- Experience of managing/running operations required, preferred at one of the following:
  - hotel, tourist site
  - youth camp
  - not for profit programming
- Knowledge and experience of negotiating contracts with a range of suppliers
- Project management skills
- Very well organised and good time management
- Experience of managing budgets/financially literate
- High level Hungarian and English
- Ability to work both in a team and to work effectively alone
- Good communication skills both verbally and in writing, in both Hungarian and English
- Willingness to work in a vision driven environment where operations needs to work within the context of the vision, mission and values of the organisation
- IT skills including Excel etc.

### Bonus

- Experience of managing capital projects
- Experience of working in a not for profit environment
- Experience in managing staff