

Putnam Camp  
A historic, rustic, Adirondack resort  
[Putnamcamp.org](http://Putnamcamp.org)

### **Managers' Job Description**

Situated in the High Peaks region of the Adirondacks, Putnam Camp is a historic, rustic, family resort that seeks friendly, versatile managers to oversee all aspects of the camp operation beginning with its 2020 summer season. Families and individuals return to Putnam Camp year after year to spend their vacation hiking, reading, and playing music on a pristine mountainside in the Adirondacks. Putnam Camp accommodates approximately 40 guests for ten weeks each summer in simple, comfortable cottages and cabins. Guests are provided two meals a day and a picnic lunch. Our staff totals nine, with most or all staff living on-site for the summer.

Putnam Camp is a not-for-profit organization governed by an engaged 13-member board of directors. The managers work closely with the board to ensure that Putnam Camp will continue to thrive for generations to come. Putnam Camp has been in continuous operation since 1877; it has a rich history with many unique traditions, chronicled in the Camp Log, dating back to the earliest years.

The manager's position has typically been shared by a couple, who have divided the responsibilities in ways that best used the skills of each. The board is willing to consider different configurations based on the skills and availability of interested candidates. We are hoping to find managers that can oversee camp for multiple years, but are happy to consider candidates who can only manage for one year.

### **Job Responsibilities:**

- Host guests, including greeting new arrivals, being present, eating with guests at dinner, and maintaining a relaxed, comfortable atmosphere for guests, as well as the traditions that characterize Putnam Camp.
- Support the cooks in running the kitchen, including oversight of menu planning for our traditional breakfasts and family style dinners. Assist cooks with food ordering.
- Oversee maintenance of historic buildings and grounds including coordination of the opening and closing of camp each season.
- Manage reservations by artfully placing devoted annual guests into our quirky collection of nine cabins.
- Prepare and manage Putnam Camp finances with the support of an engaged Treasurer. Duties include preparing guest bills, depositing checks, reconciling accounts in QuickBooks, and preparing budgets. Payroll is handled by an independent service.

- Hire, train, and manage kitchen, housekeeping and maintenance staff of nine. Many staff return year after year or have grown up coming to Putnam Camp. Communicate when needed during the off season with our long-term local caretaker.

**Qualifications and basic skills:**

- Warmth, friendliness, hospitableness, ease with all kinds of people
- Love of good food; experience in supervising a kitchen and in working with a cook who plans and prepares family style meals for up to 50 people
- Ability to perform or oversee a variety of maintenance tasks and to troubleshoot infrastructure problems typical of older buildings
- Experience in recruiting and managing a small staff supporting the day-to-day operations and maintenance during the summer camp season
- Appreciation for a simple, rustic, and historic atmosphere as well as the outdoor activities of the Adirondack High Peaks.
- Attention to details, computer skills, understanding of general budgeting and bookkeeping

**Compensation:**

Salary, based on experience, plus room and board in season, which includes a 2-bedroom cottage with additional sleeping porch, living space, and woodland deck.

**Term of Employment and Start Dates:**

The bulk of the work takes place during the summer season, late June through late August and is full-time and on-site. Off-season, the job includes managing reservations, hiring staff and financial reporting/management. The managers are also expected to attend the fall and late winter board meetings, in addition to occasional spring and fall weekend commitments on-site at Putnam Camp.

We are seeking managers to start in early 2020, so that they can begin taking summer reservations and hiring summer staff in February, 2020.

Please send letter of interest, resumé, and list of three references by January 1, 2020 to [hiring@putnamcamp.org](mailto: hiring@putnamcamp.org).