



# Chief Administrative Officer

## Job Description and Requirements

### Position Summary

The Chief Administrative Officer (CAO) is a senior executive leader at Lakeview Methodist Conference Center, responsible for overseeing administrative systems, human resources, risk management, health services, insurance, and regulatory compliance. This role reports directly to the President/CEO.

As a Christ-centered, compassionate, and detail-oriented leader, the CAO works collaboratively with the President/CEO and Chief Operations Officer (COO) to guide Lakeview through prayerful discernment, operational excellence, and faithful stewardship. The CAO plays a critical role in ensuring that Lakeview remains compliant with Texas Health Department regulations for youth camps while fostering a culture of accountability, care, and mission-driven service for staff, campers, and guests.

### Essential Leadership Responsibilities

- Assist the President/CEO in the development, implementation, and maintenance of organizational policies and procedures
- Collaborate with the President/CEO and COO to cultivate a culture in which all staff own their roles, results, and impact
- Partner with executive leadership to plan and deliver staff orientation and ongoing training aligned with Lakeview's mission, values, and Christian identity
- Maintain close alignment with the President/CEO, demonstrating mutual respect, transparency, and a willingness to challenge and be challenged
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### Human Resources & Personnel Management

- Research and implement best practices in Human Resources
- Supervise hiring processes for permanent, seasonal, and temporary staff
- Maintain and update all personnel policies and the staff handbook
- Conduct personnel orientations for all new hires and re-hires
- Coordinate physicals, drug screenings, and other employment-related health requirements
- Manage and coordinate all workers' compensation cases and workplace injuries
- Coordinate employee performance evaluation processes with administrative and departmental leadership
- Oversee employee key control, including issuance, tracking, and return
- Provide guidance and support to department supervisors regarding personnel matters, ensuring compliance with federal, state, and local laws as well as Lakeview policy

### Payroll & Benefits Administration

- Maintain staff scheduling and timekeeping systems
- Provide accurate personnel data to the Finance Department for payroll processing
- Oversee employee benefits administration, including:

- Pension plans
- Medical and dental insurance
- Life insurance
- Supplemental benefits

## **Health, Safety & Infirmary Operations**

- Oversee and manage all infirmary operations
- Develop, update, and maintain standing doctor's orders
- Coordinate with local healthcare providers and emergency services
- Manage camper accident insurance and oversee claims processing
- Maintain inventory of medical supplies and over-the-counter medications
- Hire, supervise, and orient nursing staff
- Resource and support health and safety training for department supervisors

## **Risk Management & Insurance**

- Lead comprehensive risk management efforts for the entire campus
- Oversee property and accident insurance, including:
  - Audits
  - Special property requirements
  - Risk assessments and compliance

## **Compliance & Regulatory Oversight**

- Ensure compliance with all federal, state, and local regulations, including:
  - Texas Health Department rules and regulations for licensed youth camps
  - Permits, licenses, liens, and rights-of-way
  - FLSA requirements and protected class regulations
- Assist with legal discernment and coordination related to Board bylaws and governance procedures

## **Additional Responsibilities**

- Perform other duties as assigned by the President/CEO in support of Lakeview's operations and mission of *transforming lives by experiencing God's love in a safe environment through meaningful relationships and gracious hospitality.*

## **Requirements of Resident Staff Members**

- Aid guest groups as needed. This includes help with guest hospitality and incident management as situations arise.
- Serve in on call rotation
- Care for the exterior and interior of the staff residence.
  - Mow and trim the area directly surrounding the residence
  - Keep the area clean from trash and unnecessary items.
  - Report maintenance needs to the Lakeview Maintenance Department.
  - Furnish disposables, lightbulbs and other personal items.
  - Staff may be held responsible for damage beyond normal wear. This includes damage caused by pets.
- Maintain the golf cart/side-by-side that is provided to you as a resident staff.
- Additional information included in Personnel Handbook.

## **Qualifications & Experience**

### **Required:**

- Bachelor's degree
- Minimum of 10 years of experience in Human Resources
- Minimum of 10 years of experience in camping, conference center operations, or a related industry
- Demonstrated experience in administrative and executive leadership
- Proven ability to handle sensitive personnel matters with wisdom, discretion, and professionalism
- Ability to work occasional weekends

### **Preferred:**

- Bilingual in English and Spanish
- Experience in faith-based or nonprofit organizations

## **Compensation & Benefits**

This is a salaried senior leadership position. The compensation package includes:

- Generous paid time off
- Life insurance
- Options for health insurance and pension
- Additional benefits associated with employment at Lakeview Methodist Conference Center
- On-site housing as required by the position

### **Please Submit Resumes to:**

Lakeview Methodist Conference Center  
Attn: Josh Pulver  
josh@iheartlakeview.org  
400 Private Road 6036  
Palestine, TX