



JOB DESCRIPTION

The Painted Turtle seeks to reach beyond illness, to inspire children with chronic and life-threatening illnesses to become their greater selves.

Title: Camp Rentals Manager

Department: Camp Program

Reports to: This position currently reports to the Executive Director. Reporting relationship will evolve.

Status: Full Time

Location: Camp

Salary Range: \$70,000 - \$90,000

Date updated: 6/26/2026

About The Painted Turtle

For twenty years, The Painted Turtle has delivered the joy and wonder of Camp to over 250,000 children with serious illnesses and their families through life-changing and medically safe camp experiences provided completely free of charge—at our 173-acre Campsite in North Los Angeles County, through hospitals across California, and in communities where our campers live. Our programs inspire children to try new things, and Camp outcomes demonstrate the positive impact that a Painted Turtle experience has on a camper’s sense of confidence, independence, and belonging.

The Painted Turtle is a member of the SeriousFun Children’s Network, founded by actor and philanthropist Paul Newman. The Network’s 30 camps and programs are considered the world’s finest multi-disease medical camps and programs and to date, have delivered over 2,000,000+ camp experiences to children and families throughout 5 continents and in over 50 countries. Additionally, in a recent national study out of tens of thousands of Camps across the US, The Painted Turtle was listed in the top **500 Best Summer Camps** by *Newsweek Magazine*.

As we enter our third decade, we have been guided by a strategic roadmap with a bold vision to **bring the magic of Camp to as many children with serious medical conditions and their families as possible**. We are currently seeking a Camp Rentals Manager to join our world-class team; individuals who are enthusiastic about our cause and aligned with our seven core values of Joy, Vision, Compassion, Heart, Trust, Community and Courage. If this describes you, we look forward to hearing from you!

The Opportunity

The Camp Rentals Manager will oversee The Painted Turtle’s site rental program as well as serve as a contributing member to the Camp Program team. This individual will work closely with other departments including Camp Program, Operations and Development to promote, secure and coordinate rental of the Painted Turtle campsite for onsite retreats, conferences, events, programs, and filming opportunities. The Camp Rentals Manager will be accountable for all end-to-end elements of each Camp rental, including promotion to targeted organizations, contract negotiation and execution; billing; onsite coordination, supervision, and logistics; and post rental surveys and analytics. An ability to manage and coordinate multiple projects, logistics and events simultaneously while attending to the details of each event to ensure seamless and timely completion will be critical to success in this role. The Camp Rentals Manager will report to the Executive Director. This reporting relationship will evolve as the permanent staffing structure is finalized.

Key Responsibilities include the following. Other duties may be assigned.

- **Annual Camp Rentals Plan:** Implement and enhance the strategic direction and plan for facility rentals and community partnerships that maximizes site usage on non-program days across three key sources of business: 1) Location Scouts and Production Companies; 2) Schools, Churches, and Corporations; and 3) Other Camps. The plan will include:
 - Program Design and Pricing
 - Project Management
 - Promotion, Communications and Targeted Outreach Plan
 - Revenue Projections and Budget
 - Site and rental risk management and safety
- **Program Design**
 - Support design and implementation of an end-to-end process for overseeing facility rentals and site management plans that maximizes revenue and minimizes TPT staff involvement and oversight. The Program Design will include:
 - Rental Components, Packaging and Pricing
 - Contract Development
 - Invoicing/Billing Process
 - Projected Staffing Needs
 - Risk Management Plan
- **Site Safety and Risk Management**
 - Serve as TPT's onsite lead for emergency preparedness, incident response, and crisis management situations during rental programs.
 - Provide leadership, guidance, and real-time support to rentals staff during incidents, conflicts, or crisis.
 - Coordinate communication and documentation related to incidents, emergencies, and concerns
- **Project Management**
 - Develop, prioritize, and implement tactical project plans
 - Support budget development, tracking and reconciliation
 - Track rental revenue and expenses for reconciliation and reporting
 - Serve as on the ground support to ensure seamless implementation of site rental experiences
- **Promotion, Communications and Targeted Outreach Plan**
 - Drive the creation of print and digital deliverables to generate Camp rentals.
 - Support development of a targeted outreach and promotional plan to drive meetings and site tours toward securing rental contracts.
- **Support Painted Turtle Camp Programs**
 - Serve as the Director on Duty for Family Weekend or Summer Camp Programs on occasion
 - Support the program planning and implementation of on-site programs

The successful candidate will demonstrate skills in hospitality and relationship management, project management and planning, risk management, coordination, logistics, and sales. They will have a demonstrated track record in the areas of:

- Risk management:
 - Knowledge of risk management and safety protocols
 - Strong judgment and decision making skills in high-stress or rapidly changing situations
- Project Management: scheduling, coordinating and time management including managing multiple projects, events, and conversations at one time

- Relationship Building:
 - Establishing and building long term relationships
 - Fostering an inclusive, supportive, safe community
- Critical Thinking
- Organization and Attention to Detail
- Team Player: Working collaboratively across multiple TPT departments and stakeholders

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

- **Attention to Detail** – Pays attention to details; Understands and follows organization protocols; Is thorough and complete in performing responsibilities.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Follows up with co-workers as needed; Develops realistic action plans.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events, Ability to work a flexible schedule, including evenings, weekends and holidays
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED EXPERIENCE:

- 2-3 years of experience in hospitality and/or executing small and large scale (200-250 people) events
- Proven track record of project management and coordination
- Familiarity with donor/customer relations management systems
- Knowledge in generating and analyzing event and sales metrics
- Knowledge of sales techniques and experience in applying those skills to

The purpose of our job posting is to provide an overview of the responsibilities and qualifications needed for this role and to describe what it would be like to work at The Painted Turtle. If this sounds like the type of job you are interested in, and we sound like a non-profit that you would like to work for- then please apply even if you don't match 100% of the job description.

OUR CORE VALUES: Community, Trust, Courage, Heart, Vision, Compassion, Joy

The Painted Turtle **community** evokes positive and impactful change through a **trust** that holds us accountable to the graceful understanding represented by our **compassion**. The **courage** to stand up for our **vision** is at the **heart** of our intentional leadership; and so we are **joyful** in each and every present moment.

The Painted Turtle is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, veteran status, disability status, or any other federal, state, or local protected class. We encourage applicants from a wide variety of identities and experiences to apply.

To apply: Please submit a resume and cover letter to Christine Cook, HR Manager at christinec@thepaintedturtle.org

Please visit The Painted Turtle's website at www.thepaintedturtle.org to learn more.