

CAMP SWATARA

BUILDINGS AND GROUNDS ASSISTANT MANAGER - JOB DESCRIPTION

POSITION: Buildings and Grounds Assistant Manager

PURPOSE: To assist in maintaining camp's grounds, facilities, and equipment, including supervising other staff.

GENERAL POSITION DESCRIPTION: This is a part-time or full-time position with hours scheduled based on camp's needs. From Memorial Day to Labor Day, Camp Swatara is primarily a summer camp for children and youth. From Labor Day to Memorial Day, Camp Swatara is primarily a retreat facility with frequent weekend use and occasional midweek groups, including school groups. The Family Camping Center with 140 sites for tent, cabin, and RV camping for individuals, families, groups, and churches is open from April 1 to November 1. The Buildings and Grounds Assistant Manager is responsible to assist the Buildings and Grounds Manager to maintain camp's grounds, facilities, vehicles, and equipment including a variety of maintenance, landscaping, groundskeeping, logging, repair, and construction projects, as well as assisting with set-up and support for special events. The Assistant Manager also provides supervision for other seasonal Buildings and Grounds staff. Benefits include an hourly salary, as well as meals when served by camp during work hours. Staff members working a sufficient number of hours are also eligible for pension and insurance benefits.

RESPONSIBLE AND REPORTABLE TO: Buildings and Grounds Manager

ACCOUNTABLE TO: Administrator, Other Camp Staff, Board of Trustees, and Camp Guests

QUALIFICATIONS:

1. Committed Christian with a willingness to accept the values of the Church of the Brethren.
2. Skills, training, and/or experience in trades such as plumbing, electrical, groundskeeping, landscaping, construction, equipment & vehicle maintenance, farming. Willingness to learn new skills.
3. Able to lift 80 lbs. on a regular basis and work year-round outside in a variety of weather conditions.
4. Current certification as a Certified Pool Operator and Pesticide Applicator, or willingness and ability to obtain such certification.
5. Holds a current Pennsylvania driver's license, or willingness and ability to obtain such a license, and a good driving record.
6. Able to safely and effectively operate farm equipment such as a tractor, mower, backhoe, etc.
7. Training and/or experience in staff/volunteer supervision.
8. Interest in serving in a Christian camp setting. Camp experience is preferred.
9. Personable style and skills in relating to staff, guests, and campers.
10. At least 21 years of age.
11. Acceptance of Buildings and Grounds Assistant Manager's Responsibilities and Camp Swatara's Personnel Policies.

RESPONSIBILITIES:

1. General

- a. Recognize role and responsibilities as part of the overall mission and ministry of Camp Swatara, the Church of the Brethren, and the ongoing work of Jesus Christ.
 - b. Exhibit a spirit of cooperation, flexibility, and commitment to the team relationship with other camp staff.
 - c. Create and foster an atmosphere of friendliness and hospitality to ensure an enjoyable experience for staff, campers, and guests.
2. Fulfill regular/routine tasks, special projects, and work requests as assigned, in coordination with the Buildings and Grounds Manager. Refer issues to the Buildings and Grounds Manager.
3. Supervise and manage seasonal Buildings and Grounds employees and volunteers.
4. Complete routine mowing, trimming, and weed control.
5. Remove trash and recycling to appropriate containers regularly.
6. Safely and correctly operate maintenance equipment and tools. Inform the Buildings and Grounds Manager of the failure of any equipment to operate properly.
7. Assist with setting up tables and chairs for programs, events, and registered groups.
8. Serve as parking assistant for special events.
9. Standards, Regulations, and Policies
 - a. Implement American Camp Association accreditation standards related to Site and Facility.
 - b. Abide by all state and local health department regulations.
 - c. Follow and enforce all camp policies and procedures.
10. Participate in weekly and end of season reviews and evaluations with the Buildings and Grounds Manager.
11. Assist in other areas of camp operation that may arise for the ministry of Camp Swatara.

Updated: Spring 2017