



Christian Church in Ohio

D I S C I P L E S O F C H R I S T

A covenant network of congregations in mission:

We are the Body of Christ gifted and called in covenant together as Disciples of Christ to be centers of transformation on the new mission frontier of our own communities



Camp Christian Job Description

MAINTENANCE TEAM LEADER

- ❖ Leads by example
 - ❖ Rooms and boards with “peer subordinates” and reasonably ensures behavior guidelines are followed
- Participates, as directed by Superintendent, in the training of staff to ensure that safety and efficiency are achieved
 - Drafts work schedule and “on call” assignments for Superintendent’s approval
 - Directs daily activities assigned by Superintendent
 - Uses own initiative to conduct activities when Superintendent is absent and/or daily assignments have been completed and normal working hours have not expired
 - Acts as a liaison with Asst. Directors and counselors to ensure trouble calls/ complaints are corrected in a timely manner. Attends daily counselor meetings to facilitate aforementioned concerns
 - Be particularly sensitive to “appropriate/inappropriate” behavior of peer subordinates, not hesitating to correct obvious, inappropriate actions as well as praising appropriate actions

- Participates in “peer subordinate” (MA) personnel evaluations (mid and end-of-season). Makes recommendations to Superintendent regarding eligibility/desire to re-hire MA’s
- Keeps track of supplies and inventories and informs the Superintendent in sufficient time to reorder/purchase necessary supplies
- Ensures that equipment, tools, vehicles and any other assets are properly used, cleaned and returned to their appropriate location
- Ensures that camp is “cleaned and ready” for each week of camp. Stresses the importance of cleaning responsibilities to “peer subordinates” and ensures proper cleaning is done each day
- Initiates injury/accident/incident report(s) and informs the Superintendent of same in a timely manner. In the absence of the Superintendent, Team Leader is expected to involve the Camp Director in the matter (Partnership/ Chi Rho/CYF)
- Does not avoid physical labor by benefit of position
- In coordination with the Culinary Team Leader, develop a mentoring system which pairs “veteran” MAs with new MAs
- Functions as “Acting” Superintendent while Superintendent is on vacation or away from camp whatever the reason. Please note: *Maintenance Team Leader then becomes responsible to the Camp Director (Partnership/Chi Rho/CYF) in matters that require the decision or decisions of a higher authority.*