

Christian Church in Ohio (Disciples of Christ)

CURRRNT JOB DESCRIPTION

07/05/2021

Title: **Campsite Manager**

Reports to: Regional Pastor and President

Job Status: Non-exempt

Supervises: Maintenance Staff, vendors, Camp program, and contractors

Position Summary

The Church recognizes that the Campsite Manager is called by God to this vocation and has a higher responsibility than simply to the Christian Church in Ohio. The Church expects the Campsite Manager to perform all duties relating to Christian Church in Ohio Camping Program. The Campsite Manager will furnish leadership and direction for assigned specialty areas. This position requires the highest standards of Christian moral behavior and will protect confidentialities of camp attendees, clergy, congregations and local church parishioners. The Campsite Manager will abide by the Code of Ethics and will cooperate in the collegial team ministry of the region. The person must be willing to live at the Camp.

Qualifications

Must have broad experience in running and maintaining a camp, have a deep and lively personal commitment to Christ, be a person of creativity and vision, be able and willing to work with diverse people. Must be willing to promote all camping activities.

- a) *Experience:* This position requires that the candidate will preferable have served as a Campsite Manager for at least three years (if applicable) or have related work experience.
- b) *Knowledge:* This person will have knowledge of the Region, its churches, its ministers and its goals. Experience and/or knowledge in wastewater treatment, drinking water, and overall maintenance are imperative.
- c) *Skills and Abilities:* This person will have the ability to work in an collegial style, have personal skills and be self-motivated and be able to work with little supervision, managing needed flexibility of scheduling, ability to deal with stress, well organized and excellent skills in both written and verbal communication, consulting and strategic planning skills, time management, and have highly developed interpersonal skills.

Major Responsibilities

1. Wastewater Treatment Plant:
 - a. Observes the function of the WWTP and maintain surrounding grounds
 - b. Works closely with our contractor to ensure proper function
 - c. Liaison with Ohio EPA.
2. Drinking Water:
 - a. Provide portable drinking water, through use of two submersible well pumps and associated system
 - b. Monitor water quality/quantity
 - c. Take daily and special water samples are required
 - d. Liaison with Ohio EPA and Union County Health Department.

3. Phone/Pager System
 - a. Maintain phone and paging capabilities.
4. Vector Control (Pesticide)
 - a. Apply mosquito/fly control chemicals
 - b. Maintain application equipment (foggers) and train summer staff to operate them
 - c. Apply herbicides as needed.
5. Building Maintenance:
 - a. Responsible for fire suppression systems, plumbing, lighting, at all operations of:
 - i. Administration building
 - ii. Cabin clusters
 - iii. Campsite Manager/host house
 - iv. Pole barn
 - v. Craft Cabins
 - vi. Lodge
 - vii. Gym
 - viii. Retreat house
 - ix. Metal building
 - x. Shower house
 - xi. Drinking water and pool mechanical buildings
 - xii. Emergency backup electric generators
6. Equipment Operator:
 - a. Safely operate and maintain truck, tractor, Mule, riding mower, push mowers, log splitter, table saw, snow blade, radial arm saw, grinder, electric generator, power paint sprayer, air pressured power washer, chainsaws, hedge trimmers, cement mixer, myriad of hand tools
 - b. Expert in uses of the above
 - c. Training and supervising summer staff in the safe handling and applications of all equipment.
7. Grounds Maintenance
 - a. Plan, schedule, and carry out tree trimming, removal, mowing, and general trimming
 - b. Maintain two bridges, walking trails (over approximately 78 acres)
 - c. Assure snow removal as required on walkways and porches.
8. Roads Maintenance:
 - a. Maintain all the roads and parking lots on camp
 - b. Perform road snow removal as needed.
9. Lake Maintenance:
 - a. Removal of geese and other wildlife from lake area to reduce nuisances
 - b. Removal of cattails and other undesired foliage on the banks surrounding lake to allow easier access by campers to fishing
 - c. Ensure boats are safe for use and provide personal flotation devices for boaters.
10. Other duties as shall be assigned from time-to-time
 - a. Attend staff meetings, retreats, and other Regional events as assigned
 - b. Perform other duties assigned from time-to-time.