

## **CAMP SWATARA**

### **BUILDINGS AND GROUNDS ASSISTANT - JOB DESCRIPTION**

**POSITION:** Buildings and Grounds Assistant

**PURPOSE:** To assist in maintaining camp's grounds, facilities, and equipment.

**GENERAL POSITION DESCRIPTION:** This is a seasonal position during our summer camp season and is a part-time position with hours scheduled based on camp's needs during the rest of the year. 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 is responsible to assist the Buildings and Grounds Manager to maintain camp's grounds, facilities, and equipment including a variety of maintenance, landscaping, groundskeeping, repair, and construction projects, as well as assisting with set-up and support for special events. Benefits include a weekly or hourly salary, as well as room and board, if desired, during the summer camp season.

**RESPONSIBLE AND REPORTABLE TO:** Buildings and Grounds Manager

**ACCOUNTABLE TO:** Administrator, Other 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 maintenance and groundskeeping. Willingness to learn new skills.
3. Interest in serving in a Christian camp setting. Camp experience is preferred.
4. Personable style and skills in relating to staff, guests, and campers.
5. At least 16 years of age. Over 18 is preferred.
6. Acceptance of Buildings and Grounds Assistant'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 word order requests, as able and assigned, in coordination with the Buildings and Grounds Manager. Refer issues to the Buildings and Grounds Manager.
3. Complete routine mowing, trimming, and weed control.
4. Remove trash and recycling to appropriate containers regularly.

5. Safely and correctly operate maintenance equipment and tools. Inform the Buildings and Grounds Manager of the failure of any equipment to operate properly.
6. Assist with setting up tables and chairs for programs, events, and registered groups.
7. Serve as parking assistant for camper registration and special events.
8. 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.
9. Participate in weekly and end of season reviews and evaluations with the Buildings and Grounds Manager.
10. Assist in other areas of camp operation that may arise for the ministry of Camp Swatara.

Updated: Spring 2018