

CAMP SWATARA

CAMPGROUND ASSISTANT - JOB DESCRIPTION

POSITION: Campground Assistant

PURPOSE: To assist in daily operations, services, and general care of the Family Campground

GENERAL POSITION DESCRIPTION: This is a seasonal position lasting from approximately May-August, with potential for flexibility in start and end time, depending. The Family Camping Center has 140 sites for tent, cabin, and RV camping for individuals, families, groups, and churches. The Campground Assistant is responsible to support the Family Camp Store operations, basic grounds keeping, assisting or leading camp sponsored programs, and assisting the Family Campground Operations Manager as assigned. Benefits include either hourly pay or salary, as well as optional room and board, if desired.

RESPONSIBLE TO: Family Camp Operations Manager (or Executive Director if related to Family Camp Manager)

REPORTABLE TO: Program Manager, Housekeeping Manager, Executive Director

ACCOUNTABLE TO: Executive Director, Other Supervisory 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 retail sales; hospitality; and customer service
3. Lifeguard training or the ability/willingness to obtain for the season.
4. Strong computer and technology skills including word processing, database management skills, email, and web-based research.
5. Willingness to help aid in the function of multiple facets of Camp.
6. Interest in serving in a Christian camp setting. Camp experience is preferred.
7. Personable style and skills in relating to staff, guests, and campers.
8. At least 18 years of age.
9. Acceptance of Campground Assistant 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, parents, and guests.

2. Basic Grounds Care
 - a. Greet campground guests as you make weekly, and, depending, daily rounds to:
 - i. Pick up trash, lost and found, and camp equipment
 - ii. Check the condition of bathhouses, reporting to Housekeeping Manager
 - iii. Empty fire pits as needed
 - vi. Clean the Splash Pad filter
3. Family Camp Store
 - a. Assist in store operation as needed inventory, reservations, and checking guests out.
 - b. Respond to campers' questions, complaints, and suggestions positively and accurately. Refer difficult situations to the Family Camp Operations Manager.
 - c. Bi-weekly use arrivals report to walk the campground and audit sites to ensure they are ready for guests' use.
 - d. Inform guests of policies as needed.
- 3A. Maintenance
 - a. Help in maintenance around 4 hours per week as needed. Weedwack/ prep sites as needed.
4. Standards, Regulations, and Policies
 - a. Abide by all state and local health department regulations.
 - b. Follow and enforce all camp policies and procedures.
5. Attend weekly Campground staff meetings as available and applicable.
6. Participate in performance reviews and end of season evaluation with Family Camp Operations Manager.
7. Assist in other areas of camp operation that may arise for the ministry of Camp Swatara.