

CAMP RANGER / MANAGER

DESIRED QUALIFICATIONS

- Be 25 years or older and relate well to the public.
- Have the desire to work in a camp setting.
- Have a current driver's license and a clean driving record, CDL preferred.
- Possess current First Aid and CPR certification.
- Have experience and / or training in maintaining a physical plant.
- Have carpentry, electrical, plumbing and mechanical skills for building and machinery renovations, repair and upkeep.
- Have knowledge and skills to operate heavy equipment.
- Demonstrate good work habits thus setting the tone and pace for maintenance personnel.
- Ability to manage, supervise and direct camp staff.
- Fully support the philosophy, purpose and mission of SDA camps.
- Ability to relate well with conference personnel and user groups.
- Be familiar with federal, state and local laws for residential camps, as well as ACA requirements.
- Have the ability to effectively schedule groups during the off-season.
- Be flexible within reason.
- Have general accounting skills and experience.

RESPONSIBLE TO CAMP DIRECTOR

CAMP GOALS

- Maintain a safe and comfortable environment for campers, staff and user groups, following all federal, state and local health department regulation, insurance requirements, and ACA requirements.
- To provide a facility where guests can retreat from their day-to-day routines.

GENERAL RESPONSIBILITY

- Enhance the camp facilities by routine maintenance, keeping the buildings and vehicles in good repair.
- Assist off-season group leaders for the purpose of helping them achieve their goals for their events.
- Attend at least one professional event yearly (CCI, AACP, ACA, etc.), as budget allows.

SPECIFIC RESPONSIBILITY

1. Be a member of the camp operating committee, reporting usage of budget for improvements.
2. Know and uphold the ACA requirements and procedures, as well as the state and local health department requirements for camps.
3. Provide training and instruction to general and summer staff on ACA.
4. Maintain the Camp in compliance with Risk Management, Nashoba Health Dept. (NHD), building, and fire inspectors; reviewing and adhering to recommendations as required.
5. Develop and adhere to a departmental budget (*Expenses-maintenance, vehicles, telephone, utilities, food service, house-keeping, permits/licenses; Income-rental, parsonage, misc.*).

6. Know and oversee the safety code drills (Red, Yellow, Green and Blue) during off-season, providing specific info to group leaders.
7. Maintain water quality for beach area and domestic use.
8. Maintain wells and pumps in good operating condition.
9. Monitor and maintain Sewer systems.
10. Maintain camp-owned vehicles, through vehicle log for maintenance and mileage.
11. Ensure that camp vehicles are used for business purposes only
12. Test all potential drivers to ascertain safe driver.
13. Have on file all required certifications for year-round workers (CHA, First Aid, CPR, CPR-PR, Lifesaving, Serve Safe, etc.).
14. Operate and maintain the camp buildings, property, and equipment.
15. Supervise the physical plant seeing to it that any necessary repairs are completed in a timely manner, according to routine maintenance plan and/or work order policy.
16. Maintain a neat and orderly workshop.
17. Perform repairs, changes or additions to the existing camp facility.
18. Supervise maintenance personnel to ensure a smooth working relationship, through communication of plans, projects, and goals.
19. Oversee the maintenance workshop area making a careful designation of who is permitted to use tools and equipment, ensuring use of sign-out sheet.
20. Maintain an inventory of tools and equipment and be responsible for their care and condition.
21. Establish off-season camp fees and rates and submit to Camp Operating Committee for approval at Fall meeting.
22. Be responsible for invoicing and billing off-season groups within 30 days of dated event.
23. Be responsible for coding and submitting invoices to the Conference Treasury office for payment.
24. Be responsible for hiring extra staff when needed for off-season events, while within budget.
25. Supervise food service operations and personnel (NHD and ACA requirements, permitting, hiring, firing, performance reviews, signing and submitting time cards).
26. Develop a food service budget in conjunction with the food service director, for off-season.
27. Keep food service director and assistant ranger informed about group requests and needs.
28. Supervise housekeeping operations and personnel.
29. Keep housekeeping director informed of guests needs.
30. Be a member of the summer camp administrative council.
31. Work closely with the Youth Director on facility needs for camp usage.
32. Ensure that any sales of camp off-season equipment and capitol purchases as approved by to the Camp Operating Committee.

ESSENTIAL FUNCTIONS

Must have physical stamina to perform heavy labor, as well as visual ability to evaluate a job. Must ensure a safe physical environment for all campers, visitors and staff by maintaining all buildings and vehicles