



Position Title:
Salary:

Resident Camp Caretaker
\$13.50 - \$15.00/hour

Reports To: GSSN Program & Property Specialist
FLSA Status: Non-exempt

SUMMER 2019 DATES OF EMPLOYMENT

Must be available May 30 – August 5, 2019. End date is flexible depending on candidate's availability, rental groups, and on-site project needs.

POSITION SUMMARY

Under the supervision of the Program & Property Specialist, with on-site support from the Resident Camp Director, the Caretaker oversees and performs maintenance on resident camp property (Camp Wasio II facility) and buildings to provide for the health, safety, and security of campers and property users.

QUALIFICATIONS

- Must be 21 or older
- Mature, capable, organize, self-motivated, mechanically-oriented person
- Skills in various building trades highly preferred (electrical, plumbing, painting, construction)
- Ability to accept guidance and supervision from and work with others
- Desire to live and work in a camp community
- Ability to keep accurate and legible records
- Ability to work with limited supervision and complete all assigned tasks in the required amount of time
- Experience in camp property maintenance desired
- Knowledge of relevant safety standards
- Knowledge of applicable state and federal regulations pertaining to camp operations and facilities
- Willingness to work split shifts to meet property needs
- Interact with girls, staff, volunteers, and parents in a positive, professional manner
- Serve as a positive role-model for campers, staff, and volunteers
- Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments
- Patience and capacity to show interest and compassion for every camper and staff member
- Belief in the Girl Scout Mission and willingness to subscribe to the principles as stated in the Promise and Law
- Commitment to assuring that the diversity of campers and staff is appreciated. Flexibility in working with campers and staff from all socio-economic, religious and cultural backgrounds.
- Must have a valid driver license, reliable transportation, and current insurance
- Be able to pass a background check
- Must be available for full duration of employment period
- May be needed up to an additional 40 days between early August and early October for maintenance projects

ESSENTIAL FUNCTIONS

Supervision

- Supervise and coordinate maintenance activities of site and facilities. This includes those on a contract basis including: plumbing, painting, carpentry, electrical work, grounds-work, and other general caretaking duties.

Administration

- Attend staff training
- Order equipment and supplies as needed with approval of Program & Property Specialist, ensuring timely arrival
- Communicate regularly with Resident Camp Director and Program & Property Specialist to prioritize maintenance needs
- Complete reports for review by Resident Camp Director and Program & Property Specialist on progress, problems and projections for repairs and replacement
- Checks and responds to maintenance requests daily
- Keep daily log of all maintenance performed and submits at the end of the season

Risk Management

- Maintain grounds to reduce risk of danger or injury to persons using grounds and facilities
- Maintain camp vehicles in good operating condition. Inspect each vehicle at least once a week. Repair vehicles or schedule required maintenance. Assure cleanliness of camp vehicles.
- Be acquainted with community fire, police and emergency service departments
- Knowledge of camp crisis manual and associated procedures

Program

- Maintain grounds and prepare facilities before, during and after campers' arrival to include:
 - Inspect all buildings and make any necessary repairs
 - Responds to maintenance requests in a timely manner
 - Inspect and repair dining room tables and picnic tables and benches
 - Prepare and make necessary repairs on all doors, screen doors, windows, floor boards, rafters, plumbing, porches, roofs etc.
 - Inspect camp for trees that may need felled, limbs removed etc. Prepare trees or supervise contracted tree maintenance work
 - Inspect and repair maintenance equipment as needed
 - Repair other equipment and items as requested by the Camp Director or Assistant Director
- Monitor and maintain facilities for utilities companies to include trash, gas and electric
- Monitor and maintain water, sewer and pool systems
- Maintain inventory of maintenance supplies and equipment
- Maintain the cleanliness of the property. Perform general clean-up for the camp property. Transport garbage to the dumpsters; ensure dumpsters are secure on a daily basis.



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- Maintain well and pumps in good operating condition to meet water standards
- Maintain pool, pumps and chemicals to ensure safe operation. Maintain clean and organized work areas. Order equipment and supplies as needed, within budget, ensuring timely arrival.
- Assist in moving supplies, materials, and camper luggage to the appropriate areas in camp as needed
- Assist government regulatory officials as needed for inspections or official visits
- Attend to the property/facility needs of renters including check-in, check-out and appropriate property use.
- Maintain adequate supplies of cleaning materials and paper products throughout camp. Requisition so as to ensure timely delivery.
- Accept deliveries from vendors and monitor activity of contract workers
- Complete daily, weekly and seasonal work on assigned timelines
- Be knowledgeable of applicable state and federal regulations pertaining to camp operations and facilities. Abide by relevant federal, state, local, ACA, GSUSA, and GSSN Health and Safety Regulations and Guidelines.

COMPETENCIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Individual should possess great communication skills, be able to work with campers, staff, volunteers, and parents. Individual should possess the ability to plan, organize and prioritize work, while managing the camp grounds and facilities.

Authority and Accountability

Accountable to the GSSN Program and Property Specialist, with on-site support from the Resident Camp Director. Incumbent has the authority to carry out work performance objectives agreed upon with their supervisor. Objectives are outlined at beginning of camp season and reviewed as needed, with a formal evaluation at the end of the camp season.

Supervisory Responsibility

No supervisory responsibilities.

Required Training

Five to eight days of pre-camp training including but not limited to Safety, Risk Management, Youth Development, Child Health and Welfare, and Program Activities.

Language Skills

Ability to read documents, write reports and correspondence, speak effectively in English.

Mathematical Skills

Must be able to understand and perform math skills needed for the position (addition, subtraction, multiplication, division, percentages, ratios, fractions, and proportions to practical solutions) either with or without a calculator.



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Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form and carries them out.

Computer Skills

No computer skills are required.

Certificates, Licenses, Registrations

Valid US driver's license required. Employees who use privately owned vehicles for council business are responsible for complying with local, state and federal laws. Employees will be required to carry a current driver's license, vehicle registration, personal and public liability insurance that meets state and council requirements. First Aid/CPR will be provided during pre-camp training.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, hear, write, type, and carry. The employee is regularly required to use hands to finger, handle or feel and reach with arms and hands.

This position requires the ability to lift up to 30 pounds regularly, 50 pounds occasionally. Physical demands are normal to outdoor positions. The position may require you to be subjected to outside environments that include direct exposure to sun, heat, cold, rain, wind, water, humidity, dirt, dust, noise, traffic conditions, and uneven surfaces.

- Vision – close vision, distance vision, peripheral vision, depth perception and ability to adjust focus with the ability to read a computer screen, paperwork, other written materials.
- Manual dexterity – to handle tools, phones, paperwork, pens, pencils, keyboard data entry, money, and operate a vehicle.
- Sit /Stand – for extended periods of time
- Gripping/Grasping – paperwork, pens, pencils, phone, other office equipment
- Writing – words, letters, numbers, symbols, using a pen, pencil or other writing instrument
- Walking – prolonged walking
- Driving – ability to drive camp vehicles for up to 2 hours

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The main duties are performed outside. While performing the duties of this job, the employee is exposed to sun, heat, cold, rain, wind, water, humidity, dirt, dust, noise, traffic conditions, and uneven surfaces. Living arrangements are in a camp setting.



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Mental Requirements

The employee is required to have the ability to learn and comprehend basic instructions and carry them out. The employee is required to coordinate eyes, hands, and fingers rapidly and accurately in order to type and write. The employee is required to have the ability to understand the meaning of words and respond effectively. The employee is required to have the ability to perform basic arithmetic accurately and quickly as defined in the qualifications.



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This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

To perform this job successfully, the incumbent will possess the skills, aptitudes and abilities to perform each duty proficiently.

It is the policy of the Council to comply with all the relevant and applicable provisions of the Federal Americans with Disabilities Act (ADA), as well as state and local laws concerning the employment of persons with disabilities. The Council will not discriminate against any qualified employee or job applicant because of a person's physical or mental disability with respect to any terms, privileges, or conditions of employment, including but not limited to hiring, advancement, discharge, compensation, and training. Essential functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Where necessary and feasible, reasonable accommodations will be made for qualified disabled employees to perform the essential functions of the job in question, as long as the accommodation does not cause the Council undue hardship or violate any other policy. All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired.

The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by:

Manager's Name

Date

Received and accepted by:

Employee's Name

Date