

VISION: Refreshing Body and Spirit
MISSION: We provide Sanctuary which connects guests with God and His Creation
VALUES: Gospel, Safety, Excellence, Wellness, Stewardship, Legacy

POSITION TITLE: Maintenance Staff

RESPONSIBLE TO: Camp Director

POSITION SUMMARY: Accepts the Vision, Mission and Values of Camp Okoboji responding especially to the values of Safety, Excellence, and Wellness to “provide sanctuary” and “connect guests with God’s creation”. Facilitates the work of the maintenance staff.

INTERPERSONAL RELATIONSHIPS: Interacts in a Christian atmosphere and constructive manner with

- Board of Directors
- Executive Director
- Camp Director and co-workers
- Camp Okoboji guests, visitors and camp users
- Business and service community
- DNR and local law enforcement agencies
- Inspectors
- Pastors, professional church workers, and group leaders
- Public at large
- Volunteer and servant groups

QUALIFICATIONS:

- General knowledge of plumbing, electrical, building and grounds upkeep
- Commitment to mission and ministry with ability to communicate Christian faith
- Sincere desire and ability to work in a Camp setting
- Strong leadership role model characterized by Christian ethics, Christian stewardship, enthusiasm, and ability to work with people of all ages
- Must possess personal and relationship building skills
- Ability to multi task in a busy atmosphere
- Demonstrates ability to work independently, self-motivated, highly organized, and uses sound judgment and discretion in maintenance areas
- Willingness to accept guidance and supervision

RESPONSIBILITIES - Goals & Targets

- Develop goals with the Camp Director
- Implementation of the goals set with the Camp Director

RESPONSIBILITIES - Management & Oversight

- Knows and follows Camp policies and procedures
- Oversee volunteers to assist in execution of volunteer opportunities

RESPONSIBILITIES - Business Operations

- Makes day to day maintenance decisions in a responsible manner
- Works with the Camp Director
- Communicate well with the housekeeping and grounds personnel
- Makes sure the request forms for facilities for incoming groups and set up for all events is completed in a timely matter

RESPONSIBILITIES - Staffing

- Supervise summer staff as directed from the Camp Director
- Build and maintain team relationships with staff and volunteers
- Gives and receives constructive criticism in a Christian manner

RESPONSIBILITIES - Meetings

- Shall meet with the Camp Director as scheduled
- Shall be an active member of Staff Meetings as requested

RESPONSIBILITIES - Contacts

- Shall maintain a database for contacts that performs repairs for Camp
- Shall attend approved professional training seminars/conferences

RESPONSIBILITIES - Communications and Public Relations

- Shall represent Camp Okoboji in the surrounding community
- Shall provide a positive Christian witness when representing Camp Okoboji in business relationships, the community and the neighborhood

RESPONSIBILITIES - Recordkeeping

- Keeps accurate and complete records for repairs of Camp Okoboji
- Develop and maintain spreadsheets of routine maintenance items
- All databases and records are the sole property of Camp Okoboji

RESPONSIBILITIES - Reporting

- Provides follow up reports of all questions or issues raised by Camp Director

RESPONSIBILITIES - Miscellaneous

- Shall have a willingness and ability to work flexible schedule including weekend and evening hours
- Day and overnight travel as needed and approved by Camp Director
- Willing to put personal desires aside for the good of the guest
- Has a passion of service in the maintenance area

SPECIAL NOTE: Every effort is made to make this job description comprehensive. Responsibilities shall also include "Other duties as assigned". The Executive Director may modify this job description at any time to reassign tasks or to include additional duties and responsibilities.

The summer camp experience is a vibrant memory for many campers years after attendance. The camp maintenance supervisor is a behind-the-scenes contributor to that experience. Mechanically inclined with a jack-of-all-trades knowledge base, the camp maintenance supervisor can expect a busy and diverse workload, with lots of hands-on duties.

Building Maintenance

Maintaining buildings inside and out is essential for the camp maintenance supervisor. Exteriors need structural repairs and painting, while inside, some basic knowledge of most construction trades is handy. Minor plumbing and electrical repairs are common beyond day-to-day upkeep, such as changing light bulbs. While many camp cabins are rustic, main buildings may require experience with HVAC systems and commercial kitchen equipment. Minor repairs to contents may also occur, such as furniture and other fixtures.

Grounds Maintenance

General grounds-keeping includes cutting grass and removing snow, and depending on the location of the camp, you may need to clear fallen trees in forested areas and clear paths through the camp. Waterfront areas might require specialized maintenance to docks with associated watercraft. Upkeep of grounds-keeping equipment is your responsibility, as well. Chainsaws, power tools and vehicles such as tractors and golf carts require periodic maintenance for best performance.

Supervisory Skills

The camp maintenance supervisor can expect to oversee the work of others, including training, job evaluation and possibly input into the hiring process. Particular importance is likely given to safety training on tools, power equipment and ladders. Staff will generally be seasonal and may include young people entering the workforce as well as volunteers. Directing and motivating others in the maintenance department while keeping up with tasks that need your attention is a common supervisory challenge.

Business Management Skills

The camp maintenance supervisor reports to the camp director, so you are the head of your department. Experience with planning, budgets and proposals is valuable, so familiarity with computerized business applications may be required. The camp maintenance supervisor will maintain working relationships with suppliers and subcontractors. Coordinating ongoing preventative maintenance with the needs of emergency repairs is a key factor to job success. You are responsible for reporting to your superiors, and effectively communicating with peers and those under your supervision.

