



Position: Camp Care Taker

1. Responsible to:

- A. Camp Director in terms of application and employment, training and work assignments.
- B. Established camp personnel policies and practices.

2. Performance Review:

- A. Initial review 3 months after employment and annually thereafter.
- B. Performance issues may require more reviews, conducted by Camp Director and Camp Board Chair.

3. Compensation:

- A. Salary and benefits to be reviewed and approved by the Camp Board.
- B. Housing: If deemed necessary, the camp will provide on site housing.

4. Required Qualifications:

- A. Minimum age – 21 years old.
- B. Mature, capable, mechanically-oriented person.
- C. Practical working experience and/or knowledge in at least five of the following:
Janitorial, Carpentry/Construction, Electrical, Vehicle maintenance & repair,
Plumbing, Land management and care, Tractor Operation/maintenance/attachment use.
- D. The ability to use power equipment and tools.
- E. Ability to lift and carry at least 50 pounds.
- F. The ability to visually observe what needs to be done around camp.

5. Desired Qualifications:

- A. Member in good standing of a congregation of the Lutheran Church – Missouri Synod.
- B. Ability to accept guidance and supervision from others and to work with others.
- C. Independent, organized and self motivated, with the initiative to find work that needs to be done.

6. Responsibilities:

- A. Building Maintenance:
Routinely check and maintain mechanical units, safety equipment, fixtures and furnishings.
Address care and upkeep issues as they arise - repairs and replacement when needed.
Assist with the construction and remodeling of camp buildings and other structures.
Oversee day to day janitorial duties and supplies, ensuring building readiness.
- B. Equipment Maintenance:
Including care and repair of items covered in building maintenance areas.
Support equipment- Care for power tools, small engines.
Recreation equipment - Maintain in readiness.
Vehicles-Routine/preventative maintenance and repairs.
Make recommendations to the Camp Director for equipment purchases.
- C. Grounds work and care:
Oversee and supervise all aspects of grounds care and use.
Address risk areas and routine care of property, trails, trees, roads, fixtures and furnishings.
Provide a safe and beneficial environment.
Maintain and repair all grounds care support equipment.
- D. Administrative duties:
Assist in meeting state licensing regulations.
Maintain appropriate maintenance records and inventories.
Evaluate current operations and make recommendations as they arise.
Serve on the Camp's Trustee's Committee.
Attend staff meetings.
- E. Supervision:
Assist in the planning, coordination and supervision of volunteer site related activities.
Provide operational support when needed.
Other duties as assigned and or needed.