

## **Camp Property and Hospitality Manager Camp Hope of Southwest Washington**

Location: Camp Hope of SW Washington, 12800 NE Roper Rd. Battle Ground, WA 98604

Job Status: Hourly, Seasonal March-October

Hours Per Week: 15-20

Rate of Pay: \$22-25/hour

### **Our Mission:**

Camp Hope of SW Washington helps youth thrive with outdoor-based learning, adventure, and fun. We are a Christian community service organization motivated by our faith to love and serve our community. We manage a 107-acre youth camp formerly known as Girl Scout Camp Juliana. We offer youth day camps and outdoor schools and provide camping for groups of 40 - 140.

We are building a team of people who want to make a positive difference in the next generation that sadly averages 44 hours of screen time per week and less than 10 minutes per day outdoors. The Clark County owned property is located two miles north of Battle Ground, Washington.

### **Position Summary**

We are looking for a part-time Camp Manager to maintain the property and provide exceptional customer service to our guests from spring to fall. The position will oversee facility maintenance and repairs on 25 buildings (18 have no power or water), 4 picnic shelters, a well water treatment system, latrine and septic services, garbage, recycling, and grounds maintenance. The Camp Manager will oversee an army of volunteers who maintain the grounds and make repairs. This old camp has been brought back to life over the past 13 years after sitting vacant for just as long, and she needs a dedicated soul to coordinate maintenance for the outdoor communities and kids who love it here.

### **Essential Duties and Responsibilities**

The following examples of duties and responsibilities illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties.

1. Maintain the facilities in safe, clean, and working order, including but not limited to:
  - a. The well water system, pit toilets and septic systems.
  - b. The camp office, shower house, 16 bunkhouses and outdoor kitchen.
  - c. Four picnic shelters and dining patio.
  - d. Barn, block house and sheds.
2. Manage the maintenance of 15 acres of lawn, 2 miles of trails, and control noxious weeds.
3. Maintain all equipment, supplies and tools needed for maintenance and hospitality.
4. Work cooperatively with all interested parties:
  - a. Schedule maintenance and repair activities around program and guest activities.
  - b. Respond to facility issues requiring immediate attention in a timely manner.
  - c. Assist with hiring contractors and obtaining permits as needed.
  - d. Ensure the terms of the Clark County Land Use Plan are met.
5. Provide Hospitality to Camp Renters
  - a. Inspect facilities before check-out and ensure the facilities are cleaned by renters.
  - b. Clean as needed and restock bathroom supplies for all guests.
  - c. Manage dumpster and recycling loads and order extra pick-ups as needed.
  - d. Inspect lighting, smoke detectors and fire extinguishers.
  - e. Move tables, chairs, and benches to accommodate guests and camp programs.

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### **Requirements**

The requirements listed below must be satisfied to be eligible for the position.

1. Age 18 and over.
2. Must pass a criminal background check.
3. Prior facility, grounds maintenance, and equipment maintenance experience.
4. Administration skills using Gmail, on-line calendars and google docs.

### **Knowledge, Skills, and Abilities**

1. Values: Must support the camp values of Wonder, Stewardship, Discovery, Teamwork and Service.
2. Leadership: This position manages many volunteer maintenance teams. Must be able to clearly communicate directions, ensure safety of all workers, follow-up, and resolve issues.
3. Friendly: Must have a positive welcoming attitude that will contribute to the magic of camp for all.
4. Physical Abilities: Requires the ability to make rounds and perform maintenance on the grounds with physical exertion.
5. Adaptability: Must be willing to adapt to changing customer needs and work conditions and contribute to continuous improvement.
6. The following skills are highly beneficial:
  - a. Plumbing
  - b. Electrical
  - c. Pesticide certification
  - d. Project Management
  - e. Fall Protection Experience
  - f. Chain saw experience

### **Working Conditions and Physical Requirements**

Working Conditions: The majority of work will be performed outside on the grounds in all kinds of weather.

Physical Abilities: The physical abilities described here are representative of those that must be met to successfully perform the essential functions of this job.

- The applicant must be able to reach with hands and arms, stoop, kneel, go up and down a ladder and/or step stool to change a lite bulb, reach a cobweb, or clean a bunk bed.
- Must be able to lift and/or move up to 50 lbs. of weight.
- Use power tools.
- The position requires the applicant to walk the grounds regularly.
- Specific vision abilities required by this job include close and distant vision, peripheral vision, and depth perception.

### **How to Apply:**

Email a resume' and cover letter to [applications@camphope-wa.org](mailto:applications@camphope-wa.org).