

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

Hours Per Week: 30-40 hours per week

Rate of Pay: \$22-25/hour

Our Mission:

Camp Hope of SW Washington is a Christian community service organization helping youth thrive with outdoor-based learning, adventure, and fun. We lease 107-acres of Clark County owned property located two miles north of Battle Ground, Washington. Our camp offers a variety of programs including summer camps, Saturday camps and outdoor school. We also rent the camp to groups for day use and overnight camping. The summers are full, spring and fall are sporadic, and we are closed for 3 months in the winter.

Our vision is to build a hope-filled community of all generations who love nature, learning and each other. We are building a team of people who want to invest in this generation who sadly averages 44 hours per week on a screen and less than 10 minutes per day outdoors. Are you ready to be part of an amazing outdoor community?

Position Summary

We are looking for a Camp Manager to maintain the property and provide exceptional customer service to our guests. The position will oversee hospitality, 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 many volunteers who help maintain the grounds and make repairs. The work varies by season based on camp occupancy, weather, special projects and availability of volunteers. This old Girl Scout 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 camp office, shower house, and 16 bunkhouses.
 - b. Four picnic shelters, dining patio, and outdoor food prep area.
 - c. Barn, block house and supply house.
 - d. The well water system, pit toilets and septic systems.
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. Monitor and record well water treatment results per requirements.
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.
6. 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 lease are met.

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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 maintenance volunteers. Must be able to organize work parties, 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 experience is highly beneficial:
 - a. Painting
 - b. Carpentry
 - c. Chain saw and grounds maintenance
 - d. Project Management
 - e. Pesticide Certification
 - f. Small engine and power tool maintenance

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, paint, or make a repair.
- 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.

Benefits:

Paid Vacation.

How to Apply:

Email your resume' and cover letter to applications@camphope-wa.org