

Lutheran Camping Corporation of Central Pennsylvania
Job Description
Site Manager

Job Relation: Responsible to the Executive Director. Responsible to work cooperatively with the camp director and other maintenance personnel.

Job Definition: Responsible for all matters related to the physical maintenance of the campsite.

Professional Qualifications: Experience and skills in carpentry, plumbing, electricity, painting, masonry, equipment operation and mechanics. Experience in supervising others in maintenance work.

Personal Qualifications:

1. Personal commitment to Jesus Christ.
2. A desire to serve God through the camping ministry.
3. A willingness to give a Christian witness through the work of maintenance.
4. An understanding of and agreement with the goals and objectives of the Lutheran Camping Corporation of Central PA and the ELCA.
5. Emotional stability and maturity.
6. Good health and stamina.
7. Enjoys meeting and working with others.
8. Enjoys working with children.
9. Has an appreciation for the outdoors.
10. Has a driver's license.
11. Presents a neat and clean appearance.
12. Ability to place the needs of campers over personal needs.
13. Possesses ability to supervise and organize others.

Performance Responsibilities:

1. With the Executive Director, take an inventory of all facilities and equipment.
2. Make routine repairs.
3. Practice preventative maintenance procedures to prevent deterioration of the facilities.
4. Assist in the cleaning of the campsite and facilities.
5. Supervise summer maintenance staff in the following tasks:
 - a. Painting
 - b. Mowing
 - c. Pool Operation
 - d. Wood Gathering

- e. Garbage Disposal
 - f. Routine Repairs
 - g. Vehicle Operation
6. Maintain septic system
 7. Maintain water system according to governmental standards.
 8. Take the required water and septic tests.
 9. Be on call for emergencies.
 10. Work with all volunteer work groups.
 11. Order maintenance and cleaning supplies.

Some Criteria for Evaluation:

1. Does the camp pass routine state inspections?
2. Are water and septic samples meeting state inspection?
3. Is equipment in good repair?
4. Is the camp clean?
5. Are facilities in good repair?
6. Is the grass mowed?
7. Are there lights with burned out bulbs?
8. Is the maintenance garage clean and in good order?
9. Are volunteer work projects well-organized? Are supplies available?
10. Are camp vehicles in good repair? Inspected?
11. Are tools organized and in good order?