



JOB TITLE: Assistant Campsite and Facilities Director

REPORTS TO: Campsite and Facilities Director

JOB STATUS: Full time, non-exempt position

OVERVIEW:

The Assistant Campsite and Facilities Director is a representative of the Mt. Hood Kiwanis Camp at the camp property, and must ensure a positive camping experience for all campers and guest groups. From mid-June to mid-August each summer, Mt. Hood Kiwanis Camp serves campers with developmental disabilities, and during the off season the camp is available to the general public as a rental property. The Assistant Campsite and Facilities Director works with the Campsite Director to ensure the maintenance and security of all buildings, grounds and infrastructure, to maintain all camp equipment and vehicles, to carryout building projects and system improvements at Camp, to assume responsibility for the safe operation of the campsite and buildings during all Mt. Hood Kiwanis Camp programming, and to assure a clean and welcoming property and facilities for all guest groups.

This position requires the ability to stay overnight on property as needed to facilitate camp guests, and to provide coverage during winter storms when snowfall requires around the clock plowing. The person who accepts this position must be flexible, work well with others, have a commitment to caring for the camp property, and live up to the standards of the Mt. Hood Kiwanis Camp.

ESSENTIAL FUNCTIONS:

1. Knowledge and efficiency in the areas of electrical wiring, plumbing, carpentry, heavy equipment operation, vehicle maintenance, food service, general maintenance, and pool and spa maintenance. Advanced knowledge in at least one or more of the above disciplines preferred.
2. Able to work in a shop facility and in the field with light and heavy equipment.
3. Computer proficiency including Microsoft Windows, Excel, Word and Outlook.
4. Ability to understand financial statements and assist with managing a budget.
5. Ability to communicate effectively over the telephone, by email, and in writing.
6. Ability to communicate well with children, adolescents, and adults.
7. Ability to present good customer service and demeanor to all staff members, campers, camp families, vendors, and guests.

8. Ability to be proactive, conduct outreach, make calls, and lead site visits to introduce the Campsite as a potential rental facility to prospective rental customers.
9. Ability to walk distances, climb ladders, work at heights and in confined spaces.
10. Familiarity with health, safety and fire prevention procedures.

SPECIFIC RESPONSIBILITIES:

- Tour the property each day, preferably morning and late afternoon/evening, to be aware of maintenance needs and issues, and to ensure security of the property, being watchful for trespassing, vandalism, fire, and weather conditions.
- Ensure that the campsite and facilities operate and are maintained in accordance with American Camping Association standards, federal and state laws, and local health agency and fire department regulations, as well as Mt. Hood Kiwanis Camp policies.
- Carry out responsibilities related to short-term maintenance including infrastructure issues, vehicle maintenance, grounds keeping, material inventories, janitorial and road maintenance.
- Make emergency repairs as situations require. This may include notification of the Executive Director, other camp staff, power company, telephone company, plumbers, electricians, etc. depending on the urgency of the situation and the availability of help.
- Ensure the safe operating and storage conditions of all property, equipment, and materials authorized for use at Mt. Hood Kiwanis Camp.
- Establish a positive relationship with local police and fire departments. Contact the proper authorities when vandals or trespassers are on property.
- Take direction from and coordinate your activities closely with the Campsite and Facilities Director. Collaborate routinely with the Rentals Host/Custodial Coordinator, Camp Rentals and Volunteer Coordinator, Offseason Camp Chef, Finance Manager, and the Executive Director
- Provide information regarding camp rental facilities and availability to current and prospective guests over the phone, via email, and in person. Maintain familiarity with lodging prices, building options, and bed counts. Give tours as requested to prospective rental groups.
- Responsible for backing up the Rentals Host/Custodial Coordinator and Camp Rentals and Volunteer Coordinator when needed with check-in and check-out of rental groups using camp. Inform them of camp policies and submit all rental guest paperwork in a timely manner to the camp business office.
- Co-manage a system for routine, seamless communication with the Rentals and Volunteer Coordinator and Rentals Host/Custodial Coordinator and other staff members who are engaged in carrying out elements of a rental group's stay at camp.
- Provide assistance, and backup as needed, to the kitchen staff providing food services to guest groups who request onsite catering, including preparation of meals, setup and cleanup of dining hall, and washing dishes.
- Familiarity with the Mt. Hood area including recreational opportunities and provide concierge assistance to guests regarding recreation, restaurants and other activities in the area.

- Maintain a list of volunteer appropriate projects, work with the Rentals and Volunteer Coordinator to schedule work projects and serve, when requested, as project supervisor for all volunteer activities related to maintenance and construction.
- Back up the Rentals Host/Custodial Coordinator to complete cleaning of all campsite buildings before use, carrying out the cleaning duties at times when the Rentals Host/Custodial Coordinator cannot clean or contractors are not used to clean Camp.
- Work cooperatively and proactively with summer camp staff to meet required American Camp Association inspections and provide for a successful summer camp program.
- Assist the Campsite and Facilities Director to manage campsite budgets including maintenance, vehicle repair, telephone and utilities, etc.
- Assist the Campsite and Facilities Director to maintain documentation of blueprints, systems maps, building repairs, vehicle maintenance, water, propane, and septic usage reports as required.
- Give input to Campsite and Facilities Director and Executive Director on issues related to long range strategic planning.
- Represent the Mt. Hood Kiwanis Camp in a positive manner, including language, appearance, and demeanor in dealing with campers, guests, vendors, volunteers, year-round and seasonal staff, intruders, and all other persons visiting camp.
- Other duties may be assigned as required.

MATERIALS AND EQUIPMENT USED: Vehicles including: trucks, trailers, tractors, and other heavy equipment. Shop equipment such as power saws, drills, planers, lathes, routers, welders, and other such equipment. Hand tools such as pliers, saws, knives, screwdrivers, hammers, and other such tools. Materials such as lumber, pipe, electrical wiring, paint, plaster, brick, mortar, tile, and other such building materials. Any other materials and/or equipment as found at a camp property.

PHYSICAL ACTIVITIES / MENTAL DEMANDS: Reaching, pushing, pulling, grasping, talking, hearing, reading, detail work, confidentiality, problem solving, stress, training, math, reasoning, verbal communication, written communication, customer contact, multiple recurrent tasks, and constant interruptions.

POSITION REQUIREMENTS: Must maintain first aid/CPR, ropes course, and food handler's certifications, and be willing to obtain lifeguard and/or pool and spa operator licenses, as well as ropes course certification if necessary. Also requires maintaining a current Oregon Driver's license with valid auto insurance, and be insurable by Mt. Hood Kiwanis Camp's auto policy carrier.

WORKING CONDITIONS: Worker must be able to perform duties in typical regional temperatures and weather conditions; snow, ice, rain, heat, cold, humidity, etc.

WORKING HOURS: The normal workweek is schedule for 40 hours Sunday through Thursdays, although this may fluctuate as projects, events and the needs of guest groups require. The workweek may occasionally include Saturday and Sunday or the requirement to stay overnight. Weekly schedule will be adjusted to accommodate this if necessary. Overtime, if required, will be requested in advance and must be pre-approved by the Executive Director.