

July 2021

POSITION DECLARATION

PART I

TITLE: Assistant Facility Director at Camp Alexander Mack, Inc..

FUNCTION: To assist the Facility Director in preparing for groups using Camp Mack, while maintaining ACA standards for accreditation and site approval. To act as the Safety Officer for Camp Mack. To coordinate ongoing facility maintenance. Primary responsibility for IT hardware.

LINE OF AUTHORITY: Directly responsible to the Facility Director.

REPORTABILITY: Meet daily with the Facility Director regarding job objectives. Meet with the Facility Director annually to review position declaration, standard of performance, and wages.

ACCOUNTABILITY: The person shall be accountable to grow professionally and work as a team member with other staff, upholding camp policy, and extending courtesies and services to the clientele and other persons on the grounds.

ESSENTIAL FUNCTIONS:

1. The ability to supervise staff in housekeeping and maintenance.
2. The ability to prioritize and assign work as needed.
3. The ability to coordinate staff and contractors in emergency situations.
4. The ability to manage a schedule for the maintenance of all facilities and equipment.
5. The ability to monitor and implement ACA safety standards.
6. The ability to organize and monitor computer and technology hardware.
7. The ability to lift 50 pounds and carry it for up to 100 feet.

QUALIFICATIONS:

1. The person needs to be a Christian with a growing faith and a clear understanding of the Church of the Brethren. He/She needs to feel a calling towards this level and style of ministry. His/her lifestyle needs to be an expression of Christian ethics and principles.
2. This person needs to be at least 21 years old and have had supervisory experience.
3. This person needs to be able to train, work with, and supervise staff in areas of housekeeping and maintenance.
4. The person needs to be enthusiastic and able to create excitement in others.
5. The person needs to be willing to be on call.
6. The person needs to have appropriate emotional maturity and stability.

PART II

I. Person has responsibility to participate in staff and Management Team meetings.

STANDARD OF PERFORMANCE:

1. Represent the Facility Director at Management Team meetings in the Director's absence.
2. Represent the Facility Director at Staff meetings in the Director's absence.
3. Meet daily with and receive job assignments from the Facility Director.
4. Attend monthly staff meetings as scheduled.

II. Person has responsibility to coordinate staffing for housekeeping and maintenance in the absence of the Facility Director.

STANDARDS OF PERFORMANCE:

1. Meet with the Facility Director prior to the Director's absence to coordinate priorities and plan staff assignments.
2. Meet with facility staff, as directed, to ensure assigned times and tasks are clear and people have meaningful work.
3. Assist in supervising the work of the facility staff.

III. Person has responsibility to maintain ACA standards and health codes in the areas of facility and maintenance.

STANDARDS OF PERFORMANCE:

1. Document safety steps for ACA accreditation and insurance as needed.
2. Safety standards and policies are maintained and enforced.
3. All other standards and policies are understood by all staff and enforced.

IV. Person has responsibility to implement a systematic plan for monthly facility and equipment maintenance.

STANDARDS OF PERFORMANCE:

1. Work with the Facility Director to identify monthly tasks for facility and equipment maintenance.
2. Perform identified tasks and document for ACA accreditation.
3. Report completion of monthly tasks to the Facility Director at the end of each month.

V. Person has the responsibility to coordinate the purchase, installation, and repair of computer hardware and other non-software technology.

STANDARDS OF PERFORMANCE:

1. Work with the software coordinator to implement a holistic plan to meet technology needs for Camp Mack.
2. Monitor the age of equipment and develop a replacement plan for recommendation to the Executive Director.
3. Work with vendors to coordinate and supervise installation and/or repair of computer and communication equipment.

VI. Person has responsibility to coordinate specific projects as assigned by the Facility Director.

STANDARD OF PERFORMANCE

1. Meet with the Facility Director to clearly determine the goals and parameters of specific projects when assigned.
2. Develop a plan to complete the project.
3. Independently complete the task assigned.

VII. Person has responsibility to perform housekeeping and facility tasks as assigned.

STANDARDS OF PERFORMANCE

1. Participate as part of the facility/housekeeping staff in general housekeeping and maintenance as assigned by the Facility Director.
2. Follow all established procedures for preparing buildings and facilities for groups.

VIII. Person has responsibility to be on call when assigned.

STANDARDS OF PERFORMANCE:

1. Follow procedures outlined in on-call sheets.
2. Use good judgement when working with groups or responding to phone calls.
3. Needs of groups are met in a timely fashion.

IX. Person has responsibility to grow professionally.

1. Participate in workshops and seminars which strengthen skills for management of the facilities at Camp Mack, with the Director approving such events and the camp providing professional growth allowance as the budget allows and the Director deems appropriate.

X. Person has the responsibility to follow through on other tasks as assigned.