

November 2023

**POSITION DECLARATION**  
**PART I**

**TITLE:** Facility at Camp Alexander Mack, Inc.

**FUNCTION:**

To assist the Facility Director in groundskeeping, maintenance, and repair of camp facilities.

**LINE OF AUTHORITY:**

Directly responsible to the Facility Director.

**REPORTABILITY:**

Meet daily with the Facility Director regarding job objectives, assignments, etc. Meet annually with the Facility Director for employment review and evaluation to review position declaration, standard of performance, and work review.

**ACCOUNTABILITY:**

The person shall be accountable for working as a team member with other staff, upholding camp policy, and extending courtesies and services to the guests and other persons on the grounds. Counseling statements will be filled out and turned into the Executive Director according to standard policy.

**ESSENTIAL FUNCTIONS**

1. The ability to lift 50 lbs. and to carry it for up to 100 feet.
2. The ability to quickly learn and execute various tasks.
3. The ability to safely operate small equipment and power tools.
4. The ability to use a variety of chemicals following manufacturer guidelines.
5. The ability to complete an assigned task independently.
6. The ability to walk between buildings as directed.

**QUALIFICATIONS:**

1. The person needs to be committed to the mission, vision, and values of Camp Alexander Mack. His/her lifestyle needs to be an expression of Christian ethics and principles.
2. At least twenty-one years old with documented supervisory experience.
3. Able to train, work with, and supervise summer or volunteer staff in all areas of facility maintenance.
4. Flexibility and willingness to learn new skills.
5. Desire to work as part of a team.

**PART II**

**I. Person has responsibility to participate in staff meetings.**

**STANDARD OF PERFORMANCE:**

1. Meet daily with and receive job assignments from the Facility Director.
2. Receive updates on groups and related assignments.

**II. Person has responsibility, when assigned, to have grounds prepared and maintained, with those assisting properly instructed and supervised.**

**STANDARD OF PERFORMANCE:**

1. The drive and walks are kept free of snow and ice.
2. Drives are graded and maintained throughout the year.
3. Picnic tables, benches, etc. are arranged according to need.
4. Appropriate security lights are on before the group begins to arrive.
5. Grass is kept mowed/trimmed and bushes are trimmed with the least amount of disturbance to the group and their program.
6. Outdoor sports areas are maintained.
7. Main areas are kept free of poison ivy.

**III. Person has responsibility to help maintain and implement the maintenance plan for Camp Mack as assigned.**

**STANDARD OF PERFORMANCE:**

1. Overall plan is understood and followed.
2. Equipment serviced and maintained in good repair and is safe.
3. Records kept of all repairs and services.
4. Camp is prepared for the winter – lines are drained, equipment stored, etc.
5. Camp is prepared for the summer – piers out, water on, etc.
6. Shop is orderly and tools are properly stored.

**IV. Person has responsibility to grow professionally.**

**STANDARD OF PERFORMANCE:**

1. Participate in workshops and seminars, as directed, to strengthen skills for performing regular duties.

**V. Person has responsibility to assist with all other tasks as assigned.**