



**POSITION TITLE:** Camp Manager, Youthfront La Cygne

**REPORTS TO:** Senior Camp Facilities Manager

Part Time  Full Time  Seasonal  
 Hourly  Salary Exempt  Salary Non-Exempt

**KEY RESPONSIBILITIES**

1. Oversee and be primarily responsible for the Camp's overall building, grounds, equipment maintenance and upkeep as well as all personnel necessary for such operations.
2. Communicate to the Senior Camp Facilities Manager any issues that would put the safety or well-being of the Camp, its property, its staff, or its activity participants in jeopardy or harms way.
3. Be prepared to consistently promote and represent the organization, its interests and programs. Perform specific functions and responsibilities of promotion and marketing as assigned by supervisor.
4. Help with projects related to maintenance and capital improvements for all Youthfront properties and facilities as needed, including serving on the COOP team.
5. Manage and execute the Responsibility Budget for: Youthfront Camp LaCygne facilities, Youthfront Camp LaCygne capital improvements, and the personal support expense account.
6. Maintain and comply with all training and certifications needed. Although such trainings will be funded by Youthfront, it is the Managers responsibility to ensure training and certification requirements are adhered to.
7. Work closely, and in harmony, with the Camp Director(s) for Youthfront LaCygne. The Manager must make every effort to promote good communication with the Camp Director(s), Senior Director of Camps, Senior Camp Facilities Manager, Youthfront staff, and other camp staff. During the summer camp season, the Camp Director for this location is the final say in cases of emergency or urgent matters.
8. Plan and Shedule appropriately. The success of the Manager is directly related to the efficient planning and scheduling that is performed. Daily assessment of the needs of the facility, and foresight of upcoming needs will help in this planning. Use of scheduled preventative maintenance routes and procedures is essential.

9. Maintain Operational Records. Thorough on-going documentation and record keeping of all maintenance activities will greatly assist the Manager in being able to anticipate and plan future maintenance and facility needs. Good record keeping enables the Manager to make wise repair/replace decisions.

10. Ensure safety for all Youthfront LaCgyne staff and guests. It is the Manager's responsibility to ensure that all aspects of the facility are meeting standard safety requirements. This involves everything from the physical facility and equipment to procedures, events, and activities. The Manager must be Youthfront's "Safety filter". The implementation and use of preventative maintenance routes and procedures, including facility inspection sheets, will assist in fulfilling this important task.

11. Execute building maintenance following periodic preventative maintenance routes and inspections. These routes include HVAC systems and filters, rodent and insect control, and refrigeration systems, and long-term planning for remodeling aspects of the buildings as needed.

12. Execute equipment maintenance following established service intervals, as well as preventative maintenance inspections to ensure the safety of all equipment. Perform ongoing long-term planning to allow for replacement and upgrading of equipment as needed.

13. Execute attraction maintenance, including annual inspections of all attractions for safety and viability. Perform ongoing daily and/or weekly visual inspections for needed repairs and upkeep, as well as ongoing long-term planning to allow for major repairs and/or replacement.

14. Execute grounds maintenance, including ongoing upkeep of roads, green spaces, gardens, sidewalks and concrete, etc.

15. Perform systems maintenance, including daily inspections of water system, sanitation system, and refrigeration/freezer systems and long-term planning for needed upgrades or replacement. Perform daily inspection and maintenance of pool systems during operating season.

16. Oversee food services. Maintain Manager certification compliance through Serve-Safe. Execute hiring and training of qualified staff, management of food service operations in compliance with State Health regulations. Establish menus and manage food inventories including procurement and storage, maintenance of all food services equipment, and maintaining a clean food service establishment.

17. Oversee janitorial services, including supervision of cleaning personnel for cabins and buildings after usages. Maintain proper inventories of janitorial supplies. Manage all trash control, disposal systems, and procedures. Responsible for hiring of a professional trash disposal company to provide dumpster(s) as needed.

18. Procure and maintain relationships with necessary suppliers and vendors for the operational needs of the camp facilities.
19. Ensure expedience in processing invoices, statements, and other paperwork with proper coding and notations. Provide transfer of paperwork to HQ in a timely manner (at minimum once weekly).
20. Maintain a positive relationship with camp neighbors and the nearby community of the camp facility.
21. Ensure the smooth functioning of retreat operations. Hire, train, and oversee qualified hosts for retreats and ensure all other retreat staff positions are filled, including at least one qualified maintenance staff person on site. Host (on average) one retreat per/month.
22. Provide ongoing attention to the spiritual development of supervised staff and staff living on-site at camp.

**GENERAL RESPONSIBILITIES**

- Assist with organization wide fundraising initiatives
- Attend and help at ministry sponsored events
- Represent the organization, its interest, and programs
- Maintain a positive working relationship with clients, vendors, and partners
- Follow all procedures and policies as outlined in the staff handbook
- Fundraise for personal ministry support account

**MINIMUM QUALIFICATIONS** *(check all applicable qualifications)*

- High school diploma or GED
- Associate Degree or Equivalent Experience
- Bachelors Degree or Equivalent Experience
- Masters Degree or Equivalent Experience
- Other:
- Experience with building and grounds maintenance (HVAC preferred, electrical, plumbing)
- Experience with equipment maintenance and repairs
- Safety minded
- Experience in making quality purchasing decisions
- Basic knowledge of food services & safety
- 1+
- Years of Related Experience

**ESSENTIAL FUNCTIONS** *(check all applicable functions)*

- Ability to lift up to 75lbs
- Driver's License Required
- Ability to operate farm equipment and heavy machinery

Other: Sight, Hearing, Speech, Ability to analyze purchasing and safety related decisions and take appropriate action

Youthfront is committed to the full inclusion of all qualified individuals. As part of this commitment, Youthfront may provide persons with disabilities reasonable accommodations. This position description is a general guide for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.