



OAK HILL CHRISTIAN SERVICE CAMP

Planting seeds that will grow

Travis Jones, Camp Manager

www.oakhillcamp.org

Job Description for Camp Manager

Developed June 1994

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1. Be in charge of the physical appearance of the camp property.
 - (a) Serve as the Maintenance/Special Project Coordinator, maintaining an on-going project list for both individuals and corporate work days.
 - (b) Maintain and oversee routine maintenance of the pool to include daily cleaning, chemical application and winterization.
 - (c) Provide general care to the whole facility using the **Preventative Maintenance List** at the end of this document as a guide.
 - (d) Conduct monthly inspections of the buildings for any damage or necessary repairs and to prevent infestation of rodents, insects, etc.
 - (e) When not in use, all maintenance and recreational equipment should be stored under cover and out of the elements.
2. In the off season, see that the following duties are performed:
 - (a) September/October – Grounds should be inspected and cleaned with trash and debris hauled off. The Cabins and Bathhouses should be cleaned and secured for the winter.
 - (b) October through February – Clean up leaves around all buildings to control bee and insect population. Consider scheduling a leaf-blowing party prior to the beginning of the camp season.
 - (c) November/December – The Main Building, Canteen Building and Pavilion should be cleaned and water shut off for the winter.
 - (d) January/February - Review curriculum, staff applications, reference questionnaires, and staff training materials. Schedule initial Deans' Meetings and follow-up meetings to assist them with preparations for their weeks of camp.
 - (e) March/April - Prepare the camp for the upcoming camp season and schedule workdays.
3. See that repairs are made to the property as needed and in a timely manner.
4. Keep churches updated on the needs by publishing a list of needs via the web site, Facebook and/or email. If funds do not allow for repairs/improvements, contact the Directors for guidance and ask supporting congregations for help with needed repairs.
5. Act as primary coordinator for all camp activities. Requests to use the camp facilities by non-supporting

congregations require approval by the Executive Committee.

6. Assist with the hiring and supervision of kitchen staff and summer camp staff.
7. Assess and replenish camp supplies as needed.
8. Coordinate publicity and promotion of the camp with the Publicity Committee and/or Board of Directors.
 - (a) Present the camp program annually to supporting churches, and non-supporting churches who show an interest and our local Christian schools, challenging them to meet the needs of the camp.
 - (b) Use social media as a tool to promote camp. Adhere to our social media policy.
9. Serve as liaison between the Board of Directors, ministers, deans, paid staff and parents.
10. Prepare and present to the Evaluation Committee in November of each year an outline of goals and objectives for the coming year and present to the Board of Directors an annual report to include an assessment of the spiritual impact of the camp.

PS/Camp Manager Job Description

Preventative Maintenance

January / February	Maintenance – doors, windows, screens, etc. Begin cutting up wood, bring down dead trees, etc. as needed. Repairs as necessary.
March	Connect plumbing in the tank house and main building. Clean main building and tank house. Install and check vacuum breakers. Replace batteries in all smoke alarms. Turn on gas and light ovens. Clean paths, campfire and vespers areas. Cut and split pine for camp fire.
April	Connect plumbing at bathhouses in girls and boys cabin areas. Turn on gas and connect tankless water heaters. Work roads and clean out ditches. Begin cleaning cabins, make repairs to beds, etc., as necessary. Cut grass, weed eat, any other yard work as necessary. Check all outside lighting, replace bulbs, boxes, fixtures, switches and wiring as necessary. Install and check vacuum breakers. Clean out large pavilion and wash down chairs.
May	Clean tabernacle and red building. Clean cabins and bathhouses and all other buildings as needed. Check and install vacuum breakers on 2 outside spigots at camp house. Drain pool for maintenance as necessary. Clean pool cover, dry it and fold it before putting away. Install hand holds. Replace filter basket plugs. Replace skimmer plugs. Replace skimmer baskets, etc. Vacuum pool. Fill pool and balance chemicals. Empty and replace sand in filter as necessary. Connect filter, chlorinator and sodium thiosulfate dispenser. Cut grass, clean cabins and bathhouses, kitchen, tabernacle and red building as needed.
June	Clean kitchen, dining hall, cabins and bathhouses for health inspections. Check refrigerators (40 degrees) and freezers (0 degrees). Check refrigerator and freezer door gaskets and clean them, replace or repair gaskets as necessary. Stock canteen. Order food weekly based on number of campers registered / staff working. Clean and disinfect ice machine inside and out, clean ice machine distribution lines. Call for health inspection before end of June.
July	Cut grass, weed eat, work the road, open ditches as needed.

	<p>Make any repairs as necessary.</p> <p>Clean facilities as needed.</p> <p>Place food orders weekly.</p> <p>Restock canteen as needed.</p>
August	<p>Cut grass, weed eat, work road, open ditches as needed.</p> <p>Make any repairs as necessary.</p> <p>Clean facilities as needed.</p> <p>Place food orders weekly as needed.</p> <p>Restock canteen as needed.</p>
September	<p>Close pool for the winter.</p> <p>Remove handrails, drain filters, skimmers, filter basket plugs.</p> <p>Treat water and cover for the winter.</p> <p>Cut grass, weed eat, work the road, open ditches as needed.</p> <p>Make any repairs as necessary.</p> <p>Clean facilities as needed.</p>
October	<p>Cut grass, weed eat, work the road, open ditches as needed.</p> <p>Make any repairs as necessary.</p> <p>Clean facilities as needed.</p> <p>Move 55-gallon trash cans under shelter.</p>
November	<p>Turn off water to bathhouses.</p> <p>Disconnect all fixtures, open all supply valves and drain lines.</p> <p>Drain tankless water heaters.</p> <p>Plunge commodes and empty tanks, put in antifreeze.</p> <p>Put in antifreeze in sink traps</p> <p>Clean out paths and diversion ditches.</p>
December	<p>Turn off ice machines.</p> <p>Disconnect and drain supply lines in new addition, dining hall, washing machine, water fountains, sinks, showers, commodes, etc.</p> <p>Open all valves, remove vacuum breakers.</p> <p>Put antifreeze in sink traps.</p> <p>Plunge commodes, empty tanks, put in antifreeze.</p> <p>Remove supply valves or open bleeder caps to drain lines.</p>