



Work Campers Job Descriptions

Grounds Maintenance

Department Head: Scott Ennis

Qualifications:

- Work well with others and work as a team
- Be self-motivated, honest, and dependable
- Work a flexible schedule including weekends
- Adapt to changing work conditions
- Thrive in a Christian setting
- Physically able to complete the jobs listed below

Typical job duties will include (but are not limited to):

- Pick up moss and branches on grounds and take to the burn pile
- Plant flowers and shrubs
- Clear walkways of debris
- Maintain mulch beds and paths
- Blow off driveways
- Rake and pick up leaves
- Trim bushes and hedges
- Cut back brush
- Using a weed-eater and or edger

Other job duties may include:

- Using a tractor, experience preferred
- Mowing grass, training required
- Watering plants, new trees, and flowers

Be sure to consult your department head for any questions or concerns.

Special Projects

Department Head: Dave Smith

Qualifications:

- Experience with plumbing, electrical, carpentry preferred but not necessary
- Work well with others and work as a team
- Be self-motivated, honest, and dependable
- Work a flexible schedule including weekends
- Adapt to changing work conditions
- Thrive in a Christian setting
- Physically able to complete the jobs listed below

Typical job duties will include (but are not limited to):

- Woodworking
- Construction/Repairs
- Painting
- Maintaining/Repairing Docks
- Plumbing
- Electrical
- Making signs

Other job duties may include:

- Major renovations on buildings
- Roof repairs

Be sure to consult your department head for any questions or concerns.

Building Maintenance

Department Head: Bob Ennis

Qualifications:

- Experience with HVAC and overall building maintenance preferred but not necessary
- Work well with others and work as a team
- Be self-motivated, honest, and dependable
- Work a flexible schedule including weekends
- Adapt to changing work conditions
- Thrive in a Christian setting
- Physically able to complete the jobs listed below

Typical job duties will include (but are not limited to):

- Clean/maintain AC units
- Clean/maintain water heaters
- Inspect/change air filters
- Inspect/repair bunk beds
- Complete minor plumbing repairs
- Replace expired light bulbs; repair light fixtures
- Handle routine maintenance of buildings
- Complete maintenance requests
- Oil and maintain locks

Other job duties may include:

- Repairing drywall/ceilings
- Caulking sinks and showers
- Repairing blinds and windows
- Touch-up painting

Be sure to consult your department head for any questions or concerns.

Shop/Vehicle Maintenance

Department Head: Swain Padgett

Qualifications:

- Experience with automotive and mechanical repair
- Automotive or mechanical certifications preferred but not necessary
- Work well with others and work as a team
- Be self-motivated, honest, and dependable
- Work a flexible schedule including weekends
- Adapt to changing work conditions
- Thrive in a Christian setting
- Physically able to complete the jobs listed below

Typical job duties will include (but are not limited to):

- Inspecting vehicle and maintenance equipment
- Checking and changing fluids/batteries on golf carts, mowers, trucks, etc
- Welding
- Repairing all grounds equipment
- Cleaning up shop; returning tools to proper place
- Repairs and maintenance on all camp vehicles, golf carts, gators, mowers, tractors, trailers, etc

Other job duties may include:

- Special projects, like cutting and fabricating steel
- Shop inventory and organization
- Repairs beyond equipment

Be sure to consult your department head for any questions or concerns.

Pool Maintenance

Department Head: Jacob McCullough

Qualifications:

- Work well with others and work as a team
- Be self-motivated, honest, and dependable
- Work a flexible schedule including weekends
- Adapt to changing work conditions
- Thrive in a Christian setting
- Physically able to complete the jobs listed below

Typical job duties will include (but are not limited to):

- Skim pool/floor
- Brush and vacuum pool
- Drain/clean pool filters
- Wash pool deck
- Clean and move patio furniture
- Clean pool tiles
- Empty and clean outdoor trash receptacles

Other job duties may include:

- Trash pickup site-wide
- Weed control

Be sure to consult your department head for any questions or concerns.

Shop Office

Department Head: Swain Padgett

Qualifications:

- Work well with others and work as a team
- Be self-motivated, honest, and dependable
- Work a flexible schedule including weekends
- Adapt to changing work conditions
- Thrive in a Christian setting
- Physically complete the jobs listed below

Typical job duties will include (but are not limited to):

- Record maintenance and repairs of
 - Vehicles
 - Golf Carts
 - Equipment serviced

Other job duties may include:

- Invoices- organize and deliver to office
- Gas tickets
- List parts
- Reminders
- Research
- Organize and inventory shop materials and tools

Be sure to consult your department head for any questions or concerns.

Campground Electrical and Projects

Department Head: Dave Smith

Qualifications:

- Have necessary electrician qualifications
- Work well with others and work as a team
- Be self-motivated, honest, and dependable
- Work a flexible schedule including weekends
- Adapt to changing work conditions
- Thrive in a Christian setting
- Physically able to complete the jobs listed below

Typical job duties will include (but are not limited to):

- Inspect electrical supplies at campsites
- Install new light controls
- Install electrical supply at new campsites
- Make repairs as needed

Other job duties may include:

- Install new electrical components
- Respond to electrical trouble calls
- Check laundry equipment and bath house
- Sand and repaint electrical boxes
- Repair campsites
- Install power for various applications
- Complete other campsite projects

Be sure to consult your department head for any questions or concerns.

Housekeeping

Department Head: Misty Padgett

Qualifications:

- Work well with others and work as a team
- Be self-motivated, honest, and dependable
- Work a flexible schedule including weekends
- Adapt to changing work conditions
- Thrive in a Christian setting
- Physically able to complete the jobs listed below

Typical job duties will include (but are not limited to):

- Clean sleeping areas and meeting spaces
- Clean mirrors
- Clean and disinfect beds
- Remove and Replace linens
- Vacuum and sweep floors
- Dust window ledges
- Clean and sanitize bathroom and toilets
- Stock soap and toilet paper
- Mop floors
- Take out trash
- Transport linens to and from laundry room

Other job duties may include:

- Restock inventory in all building housekeeping areas

Be sure to consult your department head for any questions or concerns.

Lodging Building Stewards

Department Head: Misty Padgett

Qualifications:

- Work well with others and work as a team
- Be self-motivated, honest, and dependable
- Work a flexible schedule including weekends
- Adapt to changing work conditions
- Thrive in a Christian setting
- Physically able to complete the jobs listed below

Typical job duties will include (but are not limited to):

- Care for exterior cleanliness (windows, doors, webbing, outside garbage)
- Sweep/blow around building
- Clean downstairs conference rooms
- Walk through assigned building and fill out maintenance requests weekly
- Refresh rooms when needed, complete supplied checklist
- Wash & clean railings
- Set up and tear down rooms as needed

Other job duties may include:

- Linen removal and reset
 - *only when housekeeping staff are unable to complete turnovers
- Assist in rooms during a quick turnover
- Clean baseboards and doormats

Be sure to consult your department head for any questions or concerns.

Food Service

Department Head: Chip Rice

Qualifications:

- Kitchen certifications preferred but not necessary
- Work well with others and work as a team
- Be self-motivated, honest, and dependable
- Work a flexible schedule including weekends
- Adapt to changing work conditions
- Thrive in a Christian setting
- Physically complete the jobs listed below

Typical job duties will include (but are not limited to):

- Serve guests in cafeteria line
- Wipe down beverage areas
- Straighten tables and chairs
- Deliver food for special diets/ needs
- Wipe down serving lines
- Wipe dining tables
- Serve as host in dining room
- Fold napkins
- Food prep as needed
- Operating the dishwasher and putting clean items away

Other job duties may include:

- Set tables with condiments
- Restock beverage areas
- Spot-sweep or vacuum dining room

Be sure to consult your department head for any questions or concerns.

Main Office Clerical

Department Head: Shawn Winburn

Qualifications:

- Work well with others and work as a team
- Be self-motivated, honest, and dependable
- Work a flexible schedule including weekends
- Adapt to changing work conditions
- Thrive in a Christian setting
- Physically complete the jobs listed below

Typical job duties will include (but are not limited to):

- Act as assistant to the Group Services Manager
- Display a friendly and a courteous personality
- Communicate clearly to guests, staff, volunteers and Work Campers.
- Perform light lifting, bending, and cleaning
- Perform data entry and filing as needed
- Making phone calls

Other job duties may include:

- Distributing mail collection through office
- Organizing mailing projects to completion
- Restocking and organizing as needed

Be sure to consult your department head for any questions or concerns.

Campground Host

Department Head: Jen McCullough

Qualifications:

- Work well with others and work as a team
- Be self-motivated, honest, and dependable
- Work a flexible schedule including weekends
- Adapt to changing work conditions
- Thrive in a Christian setting
- Physically able to complete the jobs listed below

Typical job duties will include (but are not limited to):

- Ensure call ahead to incoming guests to verify their arrival time
- Meet and greet incoming RV site guests and show them their spot
- Ensure welcome folder is given to RV guests
- Collect mail and distribute daily (see MAIL below for further instructions)
- Pick up trash in campground area
- Inspect and wipe down high touch areas in RV restrooms and laundry area daily
- Restock paper products in RV restrooms and laundry area as needed
- Perform light cleaning of Pavilion
- Keep Pavilion freezer stocked with bags of ice
- Display friendly and courteous personality
- Carry on-call phone for campground: Phone hours 8am-5pm then forward to On Call Host

Other job duties may include:

- Act as liaison between Work Campers and office staff as needed
- Act as member of Hospitality Team to meet needs of campground guests
- Communicate problems to staff; do not take matters into your own hands
- Report maintenance issues in campground to staff
- Assist campers settling into their site; answer visitor questions

Provide excellent customer service

Agree to work flexible schedule, may include weekends

Assist with site payments; direct customers to office for processing

Mail

Mail bag and key are located in main office on campside

Collect mail from Post Box using #1 and #4 doors on Camp side road and box #1 on Conference side road

Distribute mail to the A-Frame on conference side for work campers residing there. Distribute mail to campside work campers in black file folder in their pavilion.

All other mail to be delivered to the main office on the campside.

Special packages: UPS, FEDEX, Amazon, etc. will be delivered to main office on campside for work campers to pick up

Be sure to consult your department head for any questions or concerns.