



Volunteer Staff Position Description

Position Title: **Facilities Services Coordinator**

Responsible To: Camp Director and Assistant Camp Director

Qualifications:

- Understanding of maintenance concerns, proper janitorial techniques and general cleanliness issues
- Familiarity with the camp emergency procedures and facility grounds, particularly potentially dangerous areas
- Ability to assume control of an emergency situation
- Ability to supervise the work of others
- Ability to communicate with and work alongside other leaders
- Highly motivated
- Good organizational skills
- Camp experience preferred
- Willingness to assume responsibilities on behalf of the camp as directed
- Supportive of the camp mission

General Responsibility: Primarily responsible for managing the custodial, safety and security, and transportation departments, and implementing camp emergency procedures if necessary.

Specific Responsibilities:

- Work with Safety and Security staff and Activity Leaders in order to provide a safe environment for daily activities (drinking water, emergency response protocols, etc.)
- Manage Custodial staff to sweep dining hall after meals, set up and take down dining hall for dance classes, clean chapel and chapel classrooms, set up and take down chapel and chapel classrooms for events, clean public bathrooms in dining hall, chapel and pool building, straighten game room, provide cleaning supplies to dorms, and handle maintenance requests
- Work with Office Manager to coordinate arrival and departure procedures (i.e. luggage transport, passenger shuttle, etc.)
- Work with Office Manager to purchase necessary supplies for various facilities services departments
- Work with Activities Coordinator to help set up and organize traffic for special events (Rescue Mission, usher at worship nights, perimeter walks during dance, Final Banquet, etc.)
- Work with Activities Coordinator to coordinate custodial staff and camper service projects
- Manage Safety and Security staff in order to provide crowd control during events (i.e. check-in, usher at chapel, fellowship and camp store time, baptisms, departure)
- Manage Safety and Security staff in order to enforce camp curfew and provide nighttime security rounds
- Work with Health Services Coordinator to mobilize personnel and facilitate crowd control in emergency situations
- Provide training and instruction for Facilities Services staff
- Evaluate each Facilities Services staff member at end of session
- Respond in a timely manner to requests from the office
- Maintain a positive, upbeat and professional atmosphere
- Serve as a role model of spiritual and emotional maturity for campers and staff; endeavor to share Christ in meaningful ways through words and actions
- Support the camp program by attending campus-wide assemblies as available
- Provide input to Core Planning Team regarding policy and administrative decisions
- Assist camp leadership in other duties as called upon