

MOUNT ASBURY SITE MANAGER

Mount Asbury Site Manager must show a mature, obvious Christian faith and a willingness to share that faith in the context of one's job. He/She should have a passion for camp and retreat ministry. Experience in the United Methodist system would be helpful but not entirely necessary. With the support of a maintenance, kitchen, and ministry assistant staff, here are principal responsibilities of the site manager:

General Responsibility:

- **Site improvement and maintenance:**
 - Ensure grounds are clean and properly maintained (Grass cut, removal of dead trees, limbs, up-keep of trails, parking lots, appropriate tree planting and landscaping.
 - Ensure camp buildings and mechanical systems are clean and properly maintained. Building repairs and maintenance are carried out on systematic basis.
 - Ensure camp vehicles and machinery are kept in good working order.
 - Repair work may be done by the Camp Manager or from a skilled volunteer or engage the services of paid professionals.
 - Supervise employees in food service, housekeeping, ministry assistant.
 - Coordinate and supervise volunteer groups for special projects on site.
 - Develops a yearly budget which may include Capital projects.
 - Be responsible for operating and insuring the safe operation of camp vehicles, equipment, and appliances.
 - Follow and formulate annual work plans and schedules for property and holdings of the camp
 - Order maintenance supplies, check deliveries, forwarding invoices to Camping Office.
 - Sending in payroll on a by-weekly bases.
 - Other duties as identified by the Camping Board.
- **Oversight of Camp Rental Groups**
 - Work with the Ministry Assistant with room set-up and group needs.
 - Welcome groups and conduct a facility walk through as well as a pre-departure walk through inspection with group leadership to ensure there are no damages or unusual disarray. Groups are held accountable for agreed upon clean-up or damages.
 - Other duties, as identified by Camping Board.
- **Supervision of Food Services and Housekeeping Staff**
 - Maintain a relationship with Head Cook that facilitates cooperation.
 - Supervise Head Cook for coverage of food service for groups.
 - Ensure all government regulations regarding health and safety protocols are being followed.
 - Ensure kitchen equipment is in good usable condition. (walk-in cooler and freezer, stoves, dishwasher, hood fans, hot water heaters, etc.)
 - Oversight towards maintaining costs within prescribed budget.
- **Serving as the On-Site Public Face of the Site**
 - The Camp Manager is the on-site representative insuring the policies relating to the facility are adhered to and carried out. At the same time, he/she is expected to act as a public relations person, building goodwill with those who use the site and those who are interested in using the Site.
 - Live on-site on year-round basis, to ensure the well-being and security of the site.
 - Responding to emails and phone calls in a timely manner.

- **Communication and Reporting to the Camping Board**
 - Provide written reports to Camping Board giving brief updates of number of groups, projects, etc.
 - Attend portions of board meetings as requested.
 - Keep accurate records related to:
 - Site Maintenance and food service expenses
 - Payroll
 - Deposits
 - Donations
 - Group fees

Duties may be added to or deleted from this list according to the directives of the Camp & Retreat Ministry Board.

Qualifications

- Mature person (or couple) with strong Christian beliefs and practices.
- College degree
- Self-starter with a basic knowledge & skills in carpentry, plumbing, electrical, mechanics and general maintenance repairs.
- Experience supervising others, and the ability to get along well with people.
- Have or be willing to learn basic computer skills, be familiar with Microsoft Word, Excel, Email and Internet. Book keeping experience would be an asset.
- Willing to submit to background clearance required by law.
- Must possess a valid driver's license, and be capable of operating a range of equipment.
- Have certification in First Aid, CPR, Food Safe, others as needed.

PHYSICAL DEMANDS:

- Ability to communicate and work with groups hosted by the site.
- Ability to understand and implement safety regulations and procedures.
- Ability to communicate procedures and regulations to seasonal or part-time staff.
- Ability (both visual and auditory) to identify and respond to safety and environmental hazards and inform campers, staff, and guests.
- Physical strength to lift equipment and supplies (up to 50-75 pounds).
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time.
- Ability to safely drive light trucks, tractors, and other motorized vehicles.
- Must be able to assist campers in an emergency (fire, evacuation).

Further responsibilities or duties can be added as needs warrant

Reports to: Either, Camp & Retreat Ministry Board or Director of Camp & Retreat Ministries

Employment Status: Full Time, Exempt Year-Round Position

To Apply: Send Cover letter, Resume', and three References to:

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 Camp & Retreat Ministries
 303 Mulberry Drive,
 Mechanicsburg, PA 17050