



CALVARY
BAPTIST CHURCH
WASHINGTON, DC

CAMP ADMINISTRATOR and CARETAKER

JOB FUNCTION

To serve as an integral member of the church staff by planning, directing, and supervising all camp programs and staff and to provide ongoing maintenance of house, lodge and grounds.

MINIMUM QUALIFICATIONS

- Bachelors in camp administration or related degree or experience.
- Director certification by the American Camping Association preferred
- At least one season of camp administrative experience (i.e., unit leader, head counselor)
- Ability to supervise staff and campers and volunteers
- Ability to meet the public
- Ability to plan, originate, organize, and carry out daily and special programs
- Possess handy-person skills and be physically able to do moderate lifting, climb a ladder and safely operate tractors and other power equipment
- Be a welcoming host and friendly neighbor to the community.

SPECIFIC RESPONSIBILITIES

1. Define camp goals and/or define and plan program to reflect camp goals.
2. Originate and carry out a system for recruiting campers and staff utilizing brochures, telephone calls, reunions, hot prospect lists, etc.
3. Prepare and conduct pre-camp and in-service staff trainings.
4. Order or supervise the ordering of food, supplies, and equipment, and arrange for proper distribution.
5. Set and supervise office procedures, opening-and closing-day procedures for staff and campers.
6. Develop routines, schedules, and procedures for camp operation.
7. Supervise and evaluate, or supervise evaluations of, all operations and program staff.
8. Maintain and review records and evaluations of all programs, operations, staff, and facilities.
9. Prepare an evaluation and summary of current season including inventories, staff evaluations, camper reports, and recommendations for the following season.
10. Define and monitor crisis management plan, including emergency procedures.
11. Monitor safety and all procedures as they pertain to the complete supervision of all campers and staff.
12. Maintain current CPR and first aid certifications
13. Serve as the liaison between the camp and the congregation by working to interpret vision, build enthusiasm, and create a sense of ownership within the congregation.
14. Represent the camp within the larger community.
15. Prioritize and articulate goals, both long-term and immediate, for camp.
16. Maintain lodge and house functionality, cleanliness and security including systematic cleaning both levels of the lodge, keeping the roof and gutters clear of debris, and perform routine plumbing

17. Keep the gravel road and bridge safely passable for self and for camp users as needed within reason depending upon weather conditions and capabilities of equipment available for maintenance.
18. Maintain file records on Caretaker House, Lodge and Property Documentation, Camp Operations and Equipment Instructions and Maintenance Documents and other records as needed.
19. Keep tractors, mowers, and other equipment in good working condition
20. Mow the grass as needed in the flagpole and lodge area as well as drain field and along road
21. Work with and direct volunteer work parties at the camp
22. Be the onsite contact person for state or county official visits, inspections, legal requirements (such as water testing and pumping of septic tank), become certified in food management if necessary by taking a class and or appropriate exam. CBC will pay the cost of fees, if any to meet legal requirements associated with running Camp Fraser.
23. Be the on-site contact for The Nature Conservancy, Calvary's partner in responsibility managing the 300-acre preserve.

These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

COMPENSATION

Includes use of 8-year-old 3 bedroom, 2-bath home on camp property. Commission-based financial compensation package will be negotiated.

RESPONSIBLE TO

Congregation via Personnel Committee. Reports to Senior Pastor.

Applications should be mailed to:

Calvary Baptist Church
Church Administrator
755 Eighth Street, NW
Washington, DC 20001

Or by email to:

CampFraser@CalvaryDC.org