



Community of Christ

## Kentucky-Indiana Mission Center

### POSITION DESCRIPTION FORM

Position Title: Resident Manager, Glenn Wood Hills Camp &

Status: Full Time

Retreat Center

Mission Center: Kentucky-Indiana

Position Summary: The Resident Manager is responsible for the day-to-day operations, repairs, and maintenance of the Glenn Wood Hills Camp & Retreat Center. The Resident Manager is an employee of the Kentucky-Indiana USA Mission Center and is supervised by the Glenn Wood Hills Board of Directors, and specifically the President of the Board of Directors. As an employee of the Mission Center, the Resident Manager is also part of the stewardship of the Mission Center President and the Mission Center Financial Officer.

Work Experience: 3 to 5 years

Education: N/A

Qualifications Include:

Registered Youth Worker through Community of Christ or willing and able to successfully obtain the registration within 30 days of hire.

The Resident Manager shall be responsible for managing an established budget amount for the day-to-day operations, repairs, equipment purchase and maintenance of the campgrounds as determined by the Board (each expense \$100 or under). Amounts above \$100 require approval by the Board Treasurer. Amounts over \$500 will need approval of the Board, or the Executive Committee acting on its behalf.

All repairs and maintenance shall be coordinated by the Resident Manager. The Resident Manager shall do repairs and maintenance within the scope of skills and time available. Volunteers, including those on the board and committees, working on any and all repairs and maintenance shall be under the direction of the resident manager who will be responsible for scheduling the nature, scope, and timelines of such work.

When repairs and maintenance are either planned for or discovered to be needed, the Resident Manager will cause those repairs to happen within budget limits, either through the work of volunteers (if appropriately licensed and knowledgeable) or through the work of hired professionals. If estimates are beyond the limit of the resident manager, the resident manager is to contact the President of the Board, or other member of the Executive Committee to seek advice or approval. Priorities for work on the grounds should be accomplished in the following priority order:

- a. Those determined to be needed for safety and protection of people
- b. Those determined to be needed for the comfort of people

- c. Those determined to be needed for furthering the development of the campgrounds:
  - i. Those which improve the marketing and development goals
  - ii. Those which improve the systems and services of operations
  - iii. Those which improve the financial stability of the campground

The Resident Manager shall be a member of the Operating Committee of the Board and participate with other committees as agreed to with the Board of Directors.

The Resident Manager shall check user groups both in and out through a documented process involving the Event Manager (camp director, retreat director, etc.). Check in includes giving the Event Manager keys to areas in which they need access or their staff members need access, reviewing policies and procedures, and reviewing the conditions of facilities. Check out includes receiving the keys from the Event Manager, and reviewing the conditions of the facilities and making corrects by Event staff or noting problems on the check-out form.

The Resident Manager shall provide service and support to user groups while events are in session. This includes receiving and responding to requests that are within the scope of the Resident Manager's responsibility for the care and maintenance of the facility and furnishing supplies that are a part of the normal operation of the camp.

The Resident Manager shall report any misuse or abuse of the property, or actions outside of policies and procedures to the Event Manager. If the situation is not corrected, the Resident Manager shall report the situation to the President of the Board of Directors or a member of the Executive Committee, including the Mission Center President and/or the Mission Center Financial Officer.

The Resident Manager shall receive food shipments at the campgrounds on behalf of the Camp Cook or Event Manager.

The Resident Manager shall be knowledgeable of compliance standards with all applicable Indiana state laws related to camping, and compliance with applicable standards of the American Camp Association.

The Resident Manager may supervise other employees as determined by the President of the Board of Directors, or the Executive Committee. This might include the Lifeguard, Maintenance Assistant, and/or Resource Assistant.

The Resident Manager shall be a representative of the Association and the Board to the public from time to time, either by request or by situation, in a positive manner supportive of the goals and objectives of the Association.

The Resident Manager and the person's immediate family shall occupy the home on the campground property. The home is considered private and not part of the useable space for Events. This includes the area immediately around the home, whether fenced or not. The office space in the home is considered private and is for work by the Resident Manager. The office is the appropriate place for Event Directors and the general public to make inquiries when seeking the Resident Manager.

Competencies and their descriptions are found at:

<http://www.cofchrist.org/hr/staff/default.asp>

Select 5-8 competencies – There are six options

for each set of competencies.

Key Competencies Include:

(1-23):	1 - Action Oriented	(1-23):	11 - Composure
(1-23):	3 - Approachability	(1-23):	15 - Customer Focus
(1-23):	10 - Compassion	(1-23):	17 - Decision Quality
(24-47):	24 - Functional/Technical Skills	(24-47):	39 - Organizing
(24-47):	29 - Integrity and Trust	(24-47):	43 - Perseverance
(24-47):	32 - Learning on the Fly	(24-47):	47 - Planning
(48 -68):	48 - Political Savvy	(48 -68):	52 - Process Management
(48 -68):	50 - Priority Setting	(48 -68):	55 - Self Knowledge
(48 -68):	51 - Problem Solving	(48 -68):	63 - Total Quality Management
(204-271):	204 - Learning from Others	(204-271):	223 - Fairness to Others
(204-271):	206 - Self Starter	(204-271):	228 - Creative Management
(204-271):	213 - Confronting Problems	(204-271):	269 - Mentoring/Coaching

Primary Responsibilities Include:

**WINTER TIME OF YEAR:**

Cleaning of the lodge building.

Clean rooms.

Clean restrooms.

Clean the windows.

Check the ceiling tile, doors, vents, plumbing, window and screens.

Do any needed painting.

Check and clean outside area if needed.

Cleaning of the Kitchen-Dining Hall.

Clean kitchen including stoves, ovens, dishwasher, cooler, and freezer.

Clean kitchen dining room floor.

Wash windows in kitchen and dining hall.

Check and clean outside area if needed.

Do any needed painting.

Cleaning of the Houston Glenn Memorial Building.

Clean the floor.

Check the two storage rooms, clean, re-arrange, and dispose of unwanted items.

Check the ceiling tile and lights.

Clean restrooms.

Paint where needed.

Clean Grounds.

- Remove fallen limbs.

- Check for dead trees that need removal.

- Clean out fire-pits.

**SPRING TIME OF YEAR:**

- Repair and Maintenance of equipment.

- Check the tractors.

- Change oil, filter, and lube.

- Check the mowers.

- Sharpen the blades.

- Change the oil.

- Maintain the storage equipment building in proper order.

De-Winterize The Camp.

- Turn the water on.

- Check for any leaks in the buildings.

Check the sewage system.

Have Furnaces serviced.

Call to have grease traps cleaned in Kitchen Area.

Have all Fire Extinguishers serviced.

Check around the Lake.

- Check the shoreline and clean away any debris.

- If needed, treat the lake for weeds.

Check and clean buildings.

- Check and clean the Pentagon.

- Check and clean the canteen.

- Check and clean the shower houses.

MOWING and TRIMMING.

- As needed.

**SUMMER TIME OF YEAR:**

- Purchase and have on hand supplies for the camping season.

- Purchase the food as requested.

- Receive and organize food received.

- Be prepared to assist camp directors.

- Greet rental camp directors and offer assistance.

Be available for service and maintenance during camping season.  
Check that disposal of garbage is taken care of during camping season.

Check that camp directors meet the state and World Church Insurance regulations.  
See that camp closing does proper clean up before leaving Camp and Retreat Centers.

**FALL OF THE YEAR:**

- Clean up of the Camp and Retreat Centers.
- Remove debris from the Camp and Retreat Center.
- Winterize the Camp and Retreat Center
- Repair equipment and prepare for storage.
- Do planned repair and maintenance jobs.

MUST BE A REGISTERED YOUTH WORKER WITH THE COMMUNITY OF CHRIST

Other projects as necessary for the care and maintenance of the campgrounds, such as:

- any additional projects or tasks not summarized above
- any new projects as approved through the Glenn Wood Hills Camp and Retreat Center Board
- Any emergency task that may be required during the year

Additional Comments:

**Disclaimer: The above statements are intended to describe the general nature and level of work being performed by staff assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All staff may be required to perform duties outside their normal responsibilities, as needed.**