



Southern New England Conference

United Church of Christ

Living the Love & Justice of Jesus

Job Description

<u>Position Title:</u>	Site Manager – Silver Lake Camp and Retreat Center
<u>FLSA:</u>	Full-Time/Exempt
<u>Salary:</u>	\$38,000-\$50,000 according to experience with housing, benefits
<u>Reports to:</u>	Director for Camps & Retreat Centers – Silver Lake Camp and Retreat Centers
<u>Department:</u>	Outdoor Ministries

Position Summary:

The Site Manager – Silver Lake Camp and Retreat Center (SLCRC) is responsible for maintaining all buildings, roads, trails, grounds, and vehicles. Oversees housekeeping and any contractors on site. Provides excellent Christian hospitality maintains clean, safe, and welcoming facilities and grounds. Maintains standards with the ACA and State Health Department. Ensures the property and facilities are in good working order, kept clean, organized, and safe for all guests and staff.

The ideal candidate takes initiative and is dependable, organized and skilled at carpentry, plumbing, electrical, and mechanical as well as management and leadership skills. Benefits include salary, health insurance, and pension.

The Site Manager – SLCRC serves the God we know in Jesus Christ through the United Church of Christ by providing an environment and a culture that embodies the 4-part vision of the Southern New England Conference to: Make disciples of Jesus Christ; Make God's love and justice real; Bring new life as agents of change; and form covenant partnerships, especially as it relates to colleague and staff interactions. The position should be conducted in a way that reflects God's love to all with whom this person has contact.

Key Duties & Responsibilities:

Staffing Structure & Scheduling

- Ensures that the SLCRC is in compliance with Conference policies and procedures, and current labor laws as understood by the Conference
- Ensures that all staff have the necessary skills, training, and certifications to perform their job duties
- Schedules and supervises pre-camp setup and post-camp cleanup operations

Health, Safety and Compliance

- Project management experience

- Skills and experience with the use of power equipment
- Leadership, interpersonal, and conflict resolution skills
- Ability to problem solve
- Time management skills
- Knowledge of ACA standards and current health and safety laws and practices
- Experience tracking and managing finances
- Experience in grounds upkeep, building and facility upkeep and housekeeping
- Ensures that all activities are conducted safely and with good supervision; safety measures include, but are not limited to, proper and regular testing of equipment, water, buildings, and alarms

Program Oversight

- Cultivates excellent relationships with parents and alumni as major stakeholders in SLCRC, and with campers as the primary recipients of SLCRC programs
- Maintains open lines of communication among campers, parents, and staff
- Develops camp budget in collaboration with the Director for Camps and Retreats; identifies capital budget needs

Building, Campgrounds and Other Duties

- Ensures that fields, woods, and grounds are maintained at the end of the Camp sessions
- Ensures that all equipment is properly stowed and secured for the winter, and that buildings are cleaned at the end of the season
- Communicates and collaborates with SLCRC Site Manager, and other staff as necessary to ensure constructive sharing of buildings and grounds, and effective transition between camping and retreat Season
- Grounds and property maintenance
- Basic plumbing, carpentry, electrical skills, and mechanical repair
- Ability to lift 60 lbs. or more consistently
- Ability to stand and walk for long periods of time
- Performs other duties as assigned by Director

Church Attendance

- As part of your job duties, you will be required at least once a month to be present (online or in-person when Conference protocols allow) during the gathering time of a worship service of one of the SNEUCC churches
 - You will bring greetings from the SNEUCC; providing an introduction, as it relates to your role.
 - If invited to share words during coffee/social hour or announcements, you will prepare a short paragraph in consultation with the Development team for this purpose.

Conference-Sponsored Events

- The Site Manager – SLCRC may be required to participate in Conference-sponsored events throughout the year in lieu of the presence of the Director

Qualifications:

- Technical or Associate degree required, or a combination of education and work experience
- Previous work experience as handyman, contractor, or engine repair required
- Ability to perform physical labor
- Ability to manage multiple projects and deadlines
- Ability to work independently and as part of a team
- Strong organizational skills
- Strong interpersonal skills; initiative and enthusiastic

Physical Requirements:

Data Utilization - Requires the ability to review, classify, categorize, prioritize, and/or analyze data, and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction - Requires the ability to apply principles of persuasion and/or influence.

Equipment, Machinery, Tools, and Materials Utilization - Requires the ability to use a variety of machines and tools, such as SCAG, Chainsaw, Lawnmowers, Power Tools and attendant chemicals.

Verbal Aptitude - Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude - Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning - Requires the ability to apply principles of influence systems, such as: motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning - Requires the ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability - Tasks involve the ability to travel to meetings outside office, exert moderate physical effort, and involves lifting, carrying, pushing and/or pulling of objects and materials up to 100 pounds. Tasks may involve extended periods of time at a keyboard or workstation and/or repetitive motion.

Sensory Requirements - Some tasks require visual perception and discrimination. Requires oral communications ability.

Environmental Factors - Tasks are occasionally performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, or pathogenic substances.

Employee Name:

Supervisor Name:

Employee Signature:

Supervisor Signature:

Date:

Date:

EEOC Policy:

The Conference provides equal employment opportunities and does not discriminate in employment opportunities or practices on the basis of race, color, religion (except insofar as ordination or religious background may be a qualification for a position), sex, national origin, ancestry, age, disability, marital status, sexual orientation or preference, gender, gender identity or gender expression, pregnancy, genetic information, military status, or any other class or status protected by law.