



JOB DESCRIPTION

SITE MANAGER -

January 2025

OVERVIEW

Spring Bay Pentecostal Camp is seeking a dedicated and skilled Site Manager to oversee the maintenance and operational needs of our campgrounds. This role is vital to ensuring a safe, welcoming, and Christ-centered environment for all staff, volunteers, and guests. The Site Manager will be responsible for general upkeep, supervision, and project coordination, demonstrating a commitment to excellence and service.

Submit resumes to: wpayne@wodistrict.org

KEY COMPETENCIES:

- Strong knowledge and skills in general maintenance
- Organized with exceptional attention to detail
- Ability to lead and work collaboratively with staff and volunteers
- Excellent problem-solving and interpersonal skills
- Adaptable and dependable
- Ability to operate and maintain equipment effectively
- Willingness to always demonstrate Christ-like and honoring attitudes
- Water management experience (sampling and reporting) is an asset

KEY RESPONSIBILITIES & DUTIES

The Site Manager will serve by completing the following tasks

- Perform general maintenance tasks including repairs, equipment upkeep, and routine inspections
- Oversee grass cutting and yard maintenance to maintain a clean and inviting camp environment
- Supervise summer staff in cleaning and maintenance duties, ensuring they have the supplies needed for their tasks
- Organize camp opening cleanup days, involving planning and coordinating necessary activities
- Plan and manage building and maintenance projects in collaboration with leadership
- Encourage and coordinate volunteers to assist with camp projects, providing guidance and direction as needed
- Work alongside and provide oversight to volunteer work teams, ensuring tasks are completed efficiently and safely
- Maintain water systems including sampling and reporting, adhering to safety standards
- Foster a positive and Christ-like environment through word and deed in interactions with all individuals

ADDITIONAL REQUIREMENTS

- Availability to work full-time seasonal from April to October
- Willingness to attend and contribute to staff meetings and training sessions
- Ability to comply with all applicable health and safety requirements
- Commitment to the mission and values of Spring Bay Pentecostal Camp