



SUMMER CAMP JOB ANNOUNCEMENT/DESCRIPTION

POSITION TITLE: Camp Maintenance Supervisor
REPORTS TO: YMCA Facility Services Director and Camp Director
DATE: Summer 2012

GENERAL FUNCTION: The Camp Maintenance Supervisor is responsible for the maintenance of camp facilities and equipment, grounds care, housekeeping, and environmental issues as approved by the YMCA Facility Services Director and Camp Director. Additional duties may include camp program support and other duties as assigned by the Camp Director.

The Stevens Point Area YMCA Summer Camp Programs offer a wide variety of opportunities for campers ages 7-17. Programs include; 7 weeks of week-long Resident Camps - Nature Quest Camps (coed-ages 8-14), Camp Wise Spirits (girls-ages 8-14), Timbertop Camp for Children with Learning Disabilities (coed-ages 9-13), and 3 Night Beginning Adventurers (coed ages 7-11); 12 weeks of Traditional Day Camp (coed-ages 7-13); 4 weeks of Teen Backpacking, Canoeing/Kayaking, Caveing, and Rock Climbing Trips; a Counselors In Training program; and other general summer programs and activities. Camp is located 14 miles east of Stevens Point on crystal clear spring-fed Lake Elaine. Over 100 acres of mixed forest, glacial ridges and hollows makes it an ideal setting for our camp. Camp serves up to 100 total campers per week. Our Camps offer traditional camp activities with an emphasis on environmental education.

QUALIFICATIONS: Training and/or experience in maintenance and house keeping required with knowledge of construction, heating/cooling systems, electrical systems, and plumbing systems. Previous leadership experience and/or desire to work with youth and teens is required. Must be a positive role-model, flexible, energetic, dedicated and a responsible team player. CPR and first aid certifications are required (on site training may be available).

PHYSICAL REQUIREMENTS: Must be able to perform maintenance and cleaning duties in various indoor/outdoor settings. Must be able to easily move through camp, effectively communicate and actively interact with staff, campers and parents. Must be able to routinely lift, carry and load equipment, furnishings, and program supplies (75-100 pounds). Must be able to climb to a height of 20 feet on a ladder or scaffold. Exposure to noise, dust, fumes, hazards and vibrations occur regularly.

WAGES: Pay ranges from \$10.00 – \$12.00 per hour for 15-25 hours/week from May 1 – September 30, 2012 (depending on experience and qualifications).

APPLICATIONS: For more information and application forms, please contact:

Pete Matthai, Camp Director
Stevens Point Area YMCA, 1000 Division Street, Stevens Point, WI 54481
pmatthai@spymca.org (715) 342-2980 ext. 308

APPLICATION DEADLINE: Position will be filled as a qualified applicant is identified with the intent that the position will be filled by April 15th.

WORK SCHEDULE: Typical schedule for the Maintenance Supervisor is 15-25 hours/week and may include weekends as requested. A schedule will be arranged in advance.

2012 PROGRAM SCHEDULES INCLUDE:

| Resident Camp Staff | | Adventure Trip Staff | | Day Camp Staff | |
|----------------------------------|---|----------------------------------|---|----------------------------------|--|
| May 29-June 9 | Staff Training – All ON | May 29-June 9 | Staff Training – All ON | May 29-June 9 | Staff Training – All ON |
| June 7-9 | Staff Training Day Camp | June 7-9 | Staff Training Day Camp | June 7-9 | Staff Training Ready-Set-Camp |
| June 10-15 | LIT/CIT Training; Day Camp; | June 10-15 | LIT/CIT Training; Day Camp; | June 11-15 | Crazy Camp Crafts |
| June 18-22 | *Day Support; Thurs ON | June 17-22 | Climbing/Caving Trip | June 18-22 | Pioneer Adventure w/ Thurs. ON; Horse Camp |
| June 24-30 | The Adventure - NQ | June 24-30 | Resident/Day Support | June 25-29 | Camp Olympics |
| July 2-3, 5-6 July 6-7 | *Day Support; Weekend Kids Day/Night | July 2-3, 5-6 July 6-7 | *Day Support; Weekend Kids Day/Night | July 2-3, 5-6 July 6-7 | *Campfire Cook Off; *Nock When Ready Weekend Kids Day/Night |
| July 8-13 | Beginning Adv's & Campers for LIFE - NQ | July 8-13 | Resident/Day Support | July 9-13 | Zombie Survival; Thurs. ON |
| July 16-20 | *Day Support; Wed. ON; Thurs. Open House | July 15-20 | Backpacking Trip | July 16-20 | The BIG Catch; Wed. ON; Thurs. Open House |
| July 22-28 | Camp Wise Spirits for Girls | July 22-28 | Day Camp; Female on Res Camp | July 23-27 | Artrageous All Female on Res Camp (22-28) |
| Jul 30-Aug 4 | *Day Support; Thurs. ON Sat. Timbertop Training | Jul 29-Aug 4 | Sea Kayaking Trip; Sat. Timbertop Training | Jul 30-Aug 3 | Wet n' Wild w/ H2O Trip; Thurs. ON; Horse Camp |
| Aug 5-11 | Timbertop Camp for Kids w/ LD | Aug 5-11 | Timbertop Camp for Kids w/ LD | Aug 6-10 | Wild, Wild West w/ HR; Theater Camp |
| Aug 12-18 | Splash & Sport - NQ | Aug 12-18 | Resident/Day Support | Aug 13-17 | Fun-Struction; |
| Aug 20-24 Aug 24-26 | *Day Camp Support; Wed. ON; *Family Camp Weekend | Aug 20-24 Aug 26-28 | Day Camp Support; Wed. ON; *Family Camp Weekend | Aug 20-24 Aug 26-28 | Great Outdoors w/ Wed. ON; *Family Camp Weekend |
| Aug 27-Sept 1 | *All ON - Day Camp Support; Wed. ON; Thurs. Open House Camp Clean-up | Aug 27-Sept 1 | *All ON - Day Camp Support; Wed. ON; Thurs. Open House Camp Clean-up | Aug 27-Sept 1 | All ON - Best of Best; Wed. ON; Thurs. Open House Camp Clean-up |

**Indicates Possible Week Off (Depending on Requests and Need)*

ON = Wednesday or Thursday Day Camp Overnighter

KEY RESULT AREAS:

- Maintain safe, clean and organized conditions of camp facility and grounds.
- Proper care and maintenance of tools and equipment.
- Mowing, trail upkeep, forestry and maintenance of YMCA owned properties.
- Ensure the safety and well being of participants by maintaining program equipment and facilities.
- Maintain cleaning supplies and equipment.
- Meet all licensing codes.
- Provide a SAFE and FUN experience for all summer camp program participants.
- Ensure smooth program operations that are responsive to participants needs.
- Establish positive and productive relationships with campers, parents and staff.
- Support social, emotional, spiritual, and physical development and provide positive guidance to all program participants.
- Provide positive leadership and role modeling.
- Maintain a flexible, energetic, and mature attitude.
- Incorporate Character Development, the YMCA Four Values, and the YMCA mission into all aspects of the summer camping programs.
- Maintain a commitment to professionalism and quality programming.
- Work as a contributing team member and demonstrate initiative.
- Adhere to the Stevens Point Area YMCA Code of Conduct, Staff Polices, and Camp Licensing procedures.
- Adhere to OSHA standards and guidelines.

I understand and mutually accept that the above job description represents my agreement as to the job to be performed and that this job description is not a contractual agreement.

Employee Signature _____

Date _____

Employer Signature _____

Date _____