



## SUMMER CAMP JOB ANNOUNCEMENT/DESCRIPTION

**POSITION TITLE:** Camp Maintenance Supervisor  
**REPORTS TO:** Camp Director and YMCA Facility Services Director  
**DATE:** Summer 2017

**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 Camp Director and YMCA Facility Services Director. Additional duties may include camp program support and other duties as assigned by the Camp Director.

YMCA Camp Glacier Hollow offers a variety of traditional Resident Overnight Camps, Day Camps and Adventure Trips for youth ages 7-17. We are dedicated to providing a safe, fun and small group environment, which develops the spirit, mind and body of each individual. Camp is a special place where youth and teens learn about the environment, develop positive values, make meaningful friendships, learn new skills and increase self-confidence. In our community of caring adults Y Camp Glacier Hollow helps kids grow and find themselves. Camp is nestled just 14 miles east of Stevens Point in beautiful Central Wisconsin on Lake Elaine. Camp serves up to 150 total campers per week and runs from May 30 – September 2, 2017.

**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). Some online pre-camp training may be required.

**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 (50-100 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, 2017 (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](mailto: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 15<sup>th</sup>.

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Stevens Point Area YMCA (Business)

1000 Division Street • Stevens Point, Wisconsin 54481 • 715-342-2980 • fax: 715-342-2987 • [www.spymca.org](http://www.spymca.org)

YMCA Camp Glacier Hollow (June – August)

P.O. Box 142 • 9289 Pavelski Road • Nelsonville, WI 54458 • 715-824-5267 • [www.glacierhollow.com](http://www.glacierhollow.com)

**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.

**2017 PROGRAM SCHEDULES INCLUDE:**

Resident Camp Staff		Adventure Trip Staff		Day Camp Staff	
May 30–June 9	Overnight Staff Training Day Camp (8 <sup>th</sup> & 9 <sup>th</sup> )	May 30–June 9	Overnight Staff Training Day Camp (8 <sup>th</sup> & 9 <sup>th</sup> )	May 30–June 9	Overnight Staff Training Camp 2.0 (8 <sup>th</sup> & 9 <sup>th</sup> )
June 12–16	LIT Training w/ Thurs. ON	June 11–16	Flambeau River Canoe Trip	June 12–16	Sportsa' Palooz w/ Wed. ON
June 18–23	CIT Training	June 18–23	Climbing/Caving Trip	June 19–23	Zombie–Pirate w/ Wed. ON
June 25–July 1	Campers for LIFE	June 25–July 1	Resident/Day Support	June 26–30	Carnival Adventure Horse Camp
July 3, 5–7	*Day Support; Thurs. ON	July 3, 5–7	*Day Support; Thurs. ON	July 3, 5–7	Party In The USA w/ Thurs. ON
July 9–15	Camp Wise Spirits for Girls	July 9–15	Day Support; Female on Res Camp	July 10–14	Wet N' Wild 1 All Females on Res Camp
July 16–21	Beginning Adv's; Thurs. ON & Day Support	July 16–21	Backpacking Trip	July 17–21	Hooked On Fishing w/ Thurs. ON
<b>July 21–22</b>	<b>Weekend Kids Day/Night</b>	<b>July 21–22</b>	<b>Weekend Kids Day/Night</b>	<b>July 21–22</b>	<b>Weekend Kids Day/Night</b>
July 23–29	The Adventure	July 23–29	The Adventure Resident/Day Support	July 24–28	Dinner and a Play Horse Camp
July 31–Aug 4 <b>Aug 5</b>	Day Support; Thurs. ON Saturday Timbertop Training	July 30–Aug 4 <b>Aug 5</b>	Sea Kayaking Trip; Saturday Timbertop Training	July 31–Aug 4	Wet N' Wild 2 w/ Thurs. ON
Aug 6–12	Timbertop Camp for Kids w/ LD	Aug 6–12	Resident/Day Support	Aug 7–11	Wild, Wild West w/ HR Camp SOAR
Aug 13–19	Splash & Sport	Aug 13–19	Resident/Day Support	Aug 14–18	Mythical Mysteries (Bigfoot) Camp SOAR
Aug 21–25 Aug 25–27	Day Camp Support; Wed. ON; *Family Camp Weekend	Aug 21–25 Aug 25–27	Day Camp Support; Wed. ON; *Family Camp Weekend	Aug 21–25	Outdoor ED-V... w/ Wed. ON Horse Camp
Aug 28–Sept 1 <b>Sept 2</b>	*Day Camp Support; Wed. ON; Wed. Open House Saturday Camp Clean-up	Aug 28–Sept 1 <b>Sept 2</b>	*Day Camp Support; Wed. ON; Wed. Open House Saturday Camp Clean-up	Aug 28–Sept 1 <b>Sept 2</b>	Camp Flashback w/ Wed. ON; Wed. Open House Saturday Camp Clean-up

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

*ON = Wednesday or Thursday Day Camp Overnigher*

**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 \_\_\_\_\_