



Camp Lutherwood Oregon

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| JOB TITLE | Assistant Manager of Site and Facilities |
| REPORTS TO | Manager of Site and Facilities |
| DEPARTMENT NAME | Operations |

1. PRIMARY PURPOSE

Camp Lutherwood Oregon sits on 86 acres in western Lane County. The Assistant Manager of Site and Facilities is a key position for the core functions and mission of Camp Lutherwood Oregon. The Assistant Manager of Site and Facilities serves an essential role in helping to maintain, care for, and grow the facilities, site, and land that is needed for camp programs and retreats to run.

An ideal candidate has a strong work ethic, maintenance, repair, and carpentry skills, the ability to work with others, as well as strong communication and organizational skills.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assisting in the planning of maintenance and construction projects
- Ensure the highest level of safety and integrity for all projects
- Ability to recognize when repairs are needed and proactively initiate those projects
- Monitor and adhere to labor, materials, and equipment budgets
- Work in collaboration with all other staff members
- Serve as a resource leader for site volunteers

3. OTHER DUTIES AND RESPONSIBILITIES

- All Camp Lutherwood Oregon staff are expected to work collaboratively with all other staff members in order to complete the task of serving all campers and guests in the spirit of hospitality
- Making and implementing decisions to keep guests, campers, and staff safe and healthy
- Ensure the implementation of ACA standards
- Assist with other duties as assigned by the Site Manager and the Executive Director

4. JOB/BEHAVIORAL COMPETENCIES

- Experience with plumbing
- Experience with carpentry
- Experience with facility and grounds upkeep and repairs
- Experience in using power-equipment
- Practice hospitality to all guests including other staff and volunteers
- Commitment to equity, diversity, and inclusion
- Enjoyment of the outdoors
- Respect and teach respect for all people, the natural environment, camp facilities, and camp equipment, Participate actively in the camp community, in staff gatherings, and in meetings
- Ability to function as a working member of a group
- Sound moral character
- Good physical health and vitality
- Emotional intelligence

- Willingness to laugh and have fun
- Maintain a professional attitude toward camping and ministry
- Emphasize safety in all activities including emotional, physical, and spiritual safety
- Model appropriate boundaries with campers and staff

5. MINIMUM QUALIFICATIONS AND EXPERIENCE

- 5+ years of similar work experience
- Physical ability to lift 50 lbs, stand for long periods of time, and to walk cross uneven grounds
- Willingness to work in a variety of weather conditions. This position is largely outdoors and is a four-season role.
- This position is based out of the camp office in Cheshire, Oregon. A willingness to live within a reasonable daily commuting range of Camp Lutherwood Oregon is required. Onsite housing is a possible added benefit

6. PHYSICAL DEMANDS

A. The physical effort typically applied in this job includes:

| | | | | | | | |
|-------------------------------------|----------|-------------------------------------|---------|-------------------------------------|-----------|-------------------------------------|---------------|
| <input checked="" type="checkbox"/> | Lifting | <input checked="" type="checkbox"/> | Pulling | <input checked="" type="checkbox"/> | Reaching | <input checked="" type="checkbox"/> | Manipulating |
| <input checked="" type="checkbox"/> | Carrying | <input checked="" type="checkbox"/> | Pushing | <input checked="" type="checkbox"/> | Shoveling | <input checked="" type="checkbox"/> | Keying/typing |
| <input checked="" type="checkbox"/> | Climbing | | | | | | |

B. The effort reflected in the above chart is typically applied in the following work positions:

| | | | | | |
|-------------------------------------|-----------------|-------------------------------------|----------|-------------------------------------|----------|
| <input checked="" type="checkbox"/> | Sitting | <input checked="" type="checkbox"/> | Standing | <input checked="" type="checkbox"/> | Walking |
| <input checked="" type="checkbox"/> | Stooping | <input checked="" type="checkbox"/> | Bending | <input type="checkbox"/> | Confined |
| <input type="checkbox"/> | Other (specify) | | | | |

7. MENTAL OR VISUAL DEMAND

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| <input checked="" type="checkbox"/> | Concentrated mental and/or visual attention; the work involves performing complex tasks to very close accuracy quality specifications; requires attention to detail and to people's needs. |
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| <input checked="" type="checkbox"/> | Ability to listen and speak to others in person, on the phone, and/or the walkie-talkie |
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8. WORKING CONDITIONS

A. Possible disagreeable elements typically of the work area (while on site at camp):

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|-------------------------------------|------|-------------------------------------|------|-------------------------------------|------|-------------------------------------|------|
| <input checked="" type="checkbox"/> | Dust | <input checked="" type="checkbox"/> | Dirt | <input checked="" type="checkbox"/> | Heat | <input checked="" type="checkbox"/> | Cold |
|-------------------------------------|------|-------------------------------------|------|-------------------------------------|------|-------------------------------------|------|

| | | | | | | | |
|--------------------------|-----------------|-------------------------------------|-------|--------------------------|-----------|--------------------------|-------|
| <input type="checkbox"/> | Fumes | <input checked="" type="checkbox"/> | Noise | <input type="checkbox"/> | Vibration | <input type="checkbox"/> | Water |
| <input type="checkbox"/> | Other (specify) | | | | | | |

B. Description of the physical surroundings or conditions under which the job is typically performed and the extent of exposure to the disagreeable elements noted above:

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| X | Work is typically performed under reasonably good working conditions; while exposure to any or all of the above elements may occur, such exposure is generally not present to the extent of being disagreeable. |
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9. ATTENDANCE

All employees are expected to comply with company attendance standards as agreed upon employment and according to the employee handbook.

10. SAFETY

All employees are expected to comply with company safety standards and all American Camp Association standards. All employees are expected to be trained on all equipment prior to operation.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Camp Lutherwood Oregon is committed to an employee selection process that embraces diversity and inclusion. It is the policy of the Camp that all applicants and employees are entitled to equal employment opportunity regardless of race, color, religion or creed, gender (includes pregnancy or related medical conditions), gender identity, national origin, age, disability, veteran status or other protected characteristics as required by local, state and federal law. In compliance with the provisions of all applicable state and federal civil rights laws, employment decisions will be made to employ the most qualified individuals without regard to the above factors. The Camp is committed to providing a work environment that is free of discrimination. The Camp does not, and will not permit any of its employees to engage in discriminatory practices involving individuals that they come in contact with as representatives of this Organization, or their co-workers.

Camp Lutherwood Oregon complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the Executive Director or designated person.