

Job Opening

Assistant Camp Ranger at Camp Winnekeag

The Aim and Purpose for Camp Winnekeag:

To provide a safe, distraction free facility and environment where young and old can be influenced by the Holy Spirit.

Position: Assistant Camp Ranger

Description of Duties: To assist camp Manager/ Ranger in keeping the camp safe, looking its best, and meeting the needs of groups that use the camp year-round.

Notice: All hires will have their criminal and sex offender records checked through a nationally recognized entity. Those who do not have a clear record are not allowed to work or associate with staff, guests, or campers under the age of 18 and may be terminated.

Salary: Salaried + Full Health benefits (per SNEC policy)

Contact: Jose Alarcon SNEC Secretary/HR Director

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Instructions:

Send resume to: Southern New England Conference of SDA

Attn. Job Request

P.O. Box 1169

South Lancaster, MA. 01430

We are an Affirmative Action/ Equal Opportunity Employer

Required Qualifications:

Must:

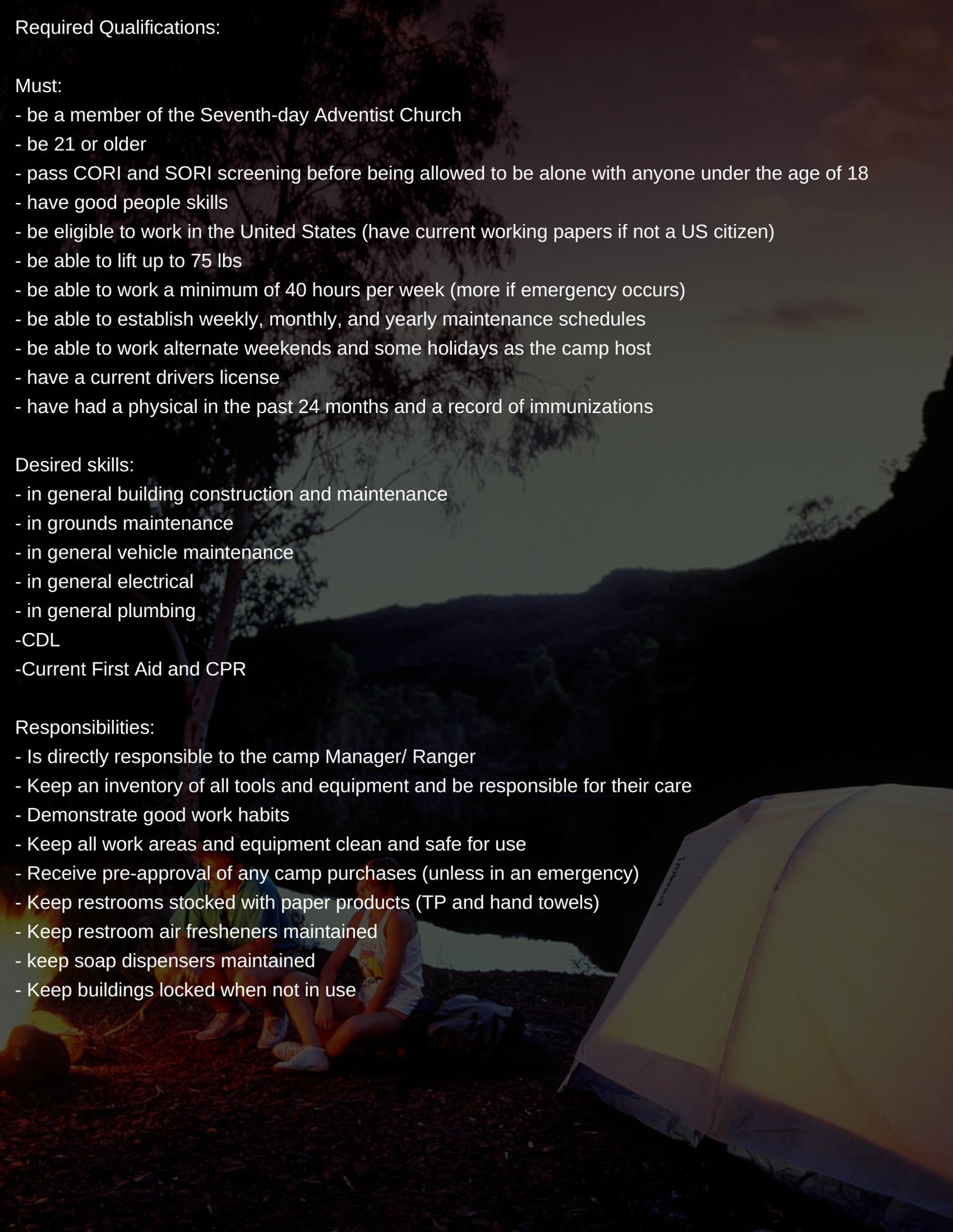
- be a member of the Seventh-day Adventist Church
- be 21 or older
- pass CORI and SORI screening before being allowed to be alone with anyone under the age of 18
- have good people skills
- be eligible to work in the United States (have current working papers if not a US citizen)
- be able to lift up to 75 lbs
- be able to work a minimum of 40 hours per week (more if emergency occurs)
- be able to establish weekly, monthly, and yearly maintenance schedules
- be able to work alternate weekends and some holidays as the camp host
- have a current drivers license
- have had a physical in the past 24 months and a record of immunizations

Desired skills:

- in general building construction and maintenance
- in grounds maintenance
- in general vehicle maintenance
- in general electrical
- in general plumbing
- CDL
- Current First Aid and CPR

Responsibilities:

- Is directly responsible to the camp Manager/ Ranger
- Keep an inventory of all tools and equipment and be responsible for their care
- Demonstrate good work habits
- Keep all work areas and equipment clean and safe for use
- Receive pre-approval of any camp purchases (unless in an emergency)
- Keep restrooms stocked with paper products (TP and hand towels)
- Keep restroom air fresheners maintained
- keep soap dispensers maintained
- Keep buildings locked when not in use



Additional Qualifications:

- Maintain records as needed by the camp Manager
- Obtain and maintain a current First Aid and CPR certificate (training provided)
- Supervise work crews throughout the year
- Keep buildings in good repair (schedule required for routine maintenance)
- Keep screens maintained
- Keep lawns and shrubs manicured
- Keep potted plants maintained
- Keep roads, walkways, and porches clear
- Keep vehicles maintained and clean
- Assist in other camp related activities as needed and or directed by the Manager

Camp Host Duties:

- Check groups in
- Provide lodge key to leader if they are using the lodge
- Provide radio for communication (demonstrate how to use it)
- Provide billing worksheet to leader
- Provide group cleaning sheet to leader
- Establish and follow through with any needs of the group
- Handle emergencies
- Check on group regularly (minimum of two times per day)
- Keep food service abreast of meeting over-runs so that they can adjust meal preparation time
- Check groups out
- Establish departure time
- Check buildings for cleanliness according to cleaning sheet
- Check that thermostats are adjusted properly
- Check that all windows are closed and locked
- Lock buildings as group vacates each building
- Return any used equipment to its proper place

Benefits:

Full health plan (per SNEC policy)

Will be able to eat at the café when meals are being served at no charge

Will be able to use leftovers from the café as available and directed by the Food Service Director

Parsonage on camp property (Monthly rent required)

Paid bi-weekly

Eligible for Tuition Subsidy