



### Position Description

<b>Position Title: Crew Chief</b>	<b>Date: 10/30/2014</b>
<b>Salary Grade: \$220/week</b>	<b>Division/Department: Camp Mt. Craggs/Gilmore</b>
<b>Employment Classification: Seasonal</b>	<b>Supervisor: Property Supervisor</b>

### Mission Statement

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

### Position Summary

Under the direction of the Operations Director and supervising the Maintenance Crew, assist in the maintenance and repair of the camp's buildings, grounds, equipment and other facilities consistent with the mission and established policies and procedures of the camp.

### Essential Functions

- Attend and actively participate in Staff Orientation.
- Keep necessary records regarding progress of projects.
- Assist in inventory and maintenance of maintenance supplies.
- Work with Program Staff to coordinate maintenance work with program activities.
- Daily check maintenance request forms and follow thru with those needs in a practical and reasonable time period.
- Be available for maintenance staff mentoring and counseling.
- Help maintenance staff understand the process of camp living and camp routine.
- Be responsible for general cleanliness and inspection of maintenance living quarters.
- Supervise, direct, and assist the Maintenance Crew in cleaning and maintenance needs, including but not limited to the following:
  - Trash Runs, Clean and Set-up rooms, Move furniture & sound equipment.
  - Mop Floors, Clean bathrooms, unclog Toilets
  - Build Campfires, clean campfire pit, cut and stack Firewood.
- Operate some equipment such as mower and wood splitter, in safe and efficient manner.
- Be aware and make necessary changes to hazards found on camp grounds.
- Assist in some minor repairs of buildings, facilities, and equipment.
- Perform all duties in accordance with camp policy and procedures, risk management guidelines, and American Camp Association accreditation standards.
- Assist with emergencies as needed and with weekly emergency drills.
- Prepare and present devotions with your maintenance crew on a regular basis. Your goal should be to be a good Christian role model during the summer and share your Christian faith to your crew with an open mind that some may come from different religious backgrounds and might have different beliefs.
- Assist with and be involved with the supervision of campers at chapels
- Assist with and be involved with the supervision of campers at during Sunday Services
- Assist cabin leaders in the supervision of campers and participate/lead nightly cabin devotions.
- Assist with and be involved with the supervision of campers at during campfires
- When time permits, away from main responsibilities, be involved with cabin buddy assignment to assist with camper activities.

### Working Conditions

Ability to walk, stand, bend, squat, climb, kneel and twist on an intermittent or sometimes continuous basis. Ability to grasp, push, pull objects. Ability to operate computer, fax and telephone. Ability to lift up to 50 lbs.

<b>Minimum Qualifications</b>	<b>Skills, Knowledge &amp; Abilities</b>
<ul style="list-style-type: none"><li>• Must be at least 21 years old of age.</li><li>• Personal Christian commitment and desire to share the Christian message with others.</li><li>• Ability to supervise maintenance staff</li><li>• Ability to follow through with assigned tasks</li><li>• Ability to work on a team, relate and work well with others.</li><li>• Ability to accept guidance, direction and supervision.</li><li>• Valid driver's license and willing to complete TSA drivers training.</li><li>• Have some mechanical knowledge, experience and aptitude.</li></ul>	<ul style="list-style-type: none"><li>• Ability to understand and implement safety regulations and procedures</li><li>• Ability, both visual and auditory, to identify safety hazards and monitor guest and staff behavior and enforce appropriate safety regulations and emergency procedures</li><li>• Ability to safely and properly use maintenance equipment</li><li>• Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness or injury).</li><li>• Willing to live in a camp setting and work irregular hours. Operate with daily exposure to the sun and heat and other environmental conditions.</li><li>• Background check is required with certification for Protect the Mission policies and procedures. Employment is contingent upon passing ABSO background check. Must complete Protect the Mission training.</li><li>• Attendance at Tenant and staff meetings is required.</li></ul>

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Employee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

This position description has been assigned to indicate the general nature and level of work performed by employees in this classification. It is not designated to contain or be interpreted as a comprehensive inventory of all responsibilities and qualifications required of employees assigned to this position.