

**Camp Fire Golden Empire  
Camp Gold Hollow**

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**JOB DESCRIPTION**

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Job Title: **Camp Caretaker**  
Classification: **Non-Exempt (Part time, Year Round)**  
Reports to: **Executive Director**

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Position Purpose:

Maintain Camp Gold Hollow's buildings, grounds, equipment, and other facilities in a condition of readiness for Camp Fire programs and renters in a manner consistent with the health and safety standards of American Camp Association and the mission and established policies and procedures of the Council.

Essential Job Functions:

1. Responsible for the implementation of a maintenance management system for prevention and correction of physical problems that may occur to the camp property or its facilities.
  - Oversee the purchase, use, and care of all maintenance equipment and supplies.
  - Monitor expenditures to ensure compliance with the budget. Keep accurate records and receipts.
  - Implement system for regular maintenance and upkeep of camp buildings and grounds, including routine duties such as mowing, painting, etc.
  - Schedule routine maintenance and vendor contracts on equipment and services including trash removal, recycling, sewer, fire extinguishers and hoses, dishwasher, etc.
  - Develop a schedule for checking the physical plant and equipment for safety, cleanliness and good repair. Make a note of items needing repair or replacement and report to Council office.
  - Manage natural resources of the camp including noting health of the forest and invasive brush removal.
  
2. Greet, orient and perform emergency maintenance services for all user groups.
  - Be available to respond to all calls for assistance from camp users.
  - Oversee initial and end-of-program inventory for all rentals.
  - Immediately report to the Council office any rental damage, loss of equipment or vandalism.
  
3. Supervise and help coordinate contractors and volunteers engaged in the maintenance and improvement of the camp.
  - Meet with contractors to provide orientation to the maintenance problem and facilities.
  - Help coordinate and train volunteer workers in their maintenance tasks.
  - Train and supervise camp staff in their maintenance responsibilities.
  - Train rental and Council camp staff in the proper use of camp equipment including dishwasher, kitchen appliances, fire equipment, waterfront safety equipment, etc.
  - Assess effectiveness and quality of maintenance work.

3. Perform all duties in accordance with prescribed regulatory compliance guidelines, including local, state and American Camp Association accreditation standards.

- Respond immediately to emergencies on physical plant and site.
- Obtain appropriate licenses, permits and approvals from local and state regulatory agencies and see that they are posted according to legal requirements.
- Become familiar with and adhere to the rules of the Lake Vera Water Board. Attend meetings with Council representative when possible.
- Post and keep on hand phone numbers for the Sheriff and Fire Station.

#### Other Job Duties

The Camp Caretaker is responsible for representing the Council and its mission to the public, regulatory agencies, local vendors, renters, program staff and program participants.

- The Caretaker is an important member of a team of volunteers and summer camp staff that provide support for Camp Gold Hollow and its programs.
  - The Caretaker is valued for the important role that he/she plays in providing a safe, clean and healthy environment to achieve our mission of giving children an outdoor experience where they can THRIVE.
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#### Qualifications (Minimum Qualification and Experience)

- Hold a high school diploma or its equivalent, plus two years of experience in two of the following areas: construction, maintenance work, facility and equipment management.
- Independent physical mobility sufficient to meet the specific requirements of this job.
- Able to work with a wide variety of people and clearly articulate the needs and requirements for maintaining the facility and property.
- Hold a valid CA driver's license.
- Ability to pass a security background check.

#### Knowledge, Skills, and Abilities

- Working knowledge of painting, carpentry, masonry, electrical wiring and controls, plumbing, water lines, sewage treatment, vehicle and machinery operation and maintenance.
- Proficiency in the safe and proper use of power equipment and tools, light machinery and building materials.
- Ability to assess problems and devise the most effective, safe and economical solution.
- Ability to understand and implement safety regulations and procedures.
- Ability to communicate procedures and regulations to staff, renters and guests.
- Physical strength to lift equipment and supplies (up to 40 pounds).
- Physical mobility and endurance to perform tasks while standing/walking for long periods.
- Ability to observe campers, staff and guest behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate management techniques.