



Job Title: Tranquility Camp Manager

Reports to: Tranquility Camp Director

Position Purpose: To oversee and maintain all properties and staff of the camp/retreat center facilities and maintains a close connection and guidance with the Director.

Responsible for hosting various user groups. Ensure that all user groups abide by the various expectations related to safety, handling of user groups funds and generally ensuring that user groups are welcomed and taken care of.

Essential Job Functions

1. Oversee camp staff / volunteers and maintain all properties
 - Supervise all staff and use of the property
 - Coordinate employee schedules with the Director, ensuring adequate coverage
 - Ensure a healthy and safe camp environment
 - Know emergency procedures
2. Ability to perform a variety of basic maintenance skills
 - Plumbing
 - Electrical
 - Air conditioning and heating
 - Carpentry
 - Vehicle maintenance
 - Dry wall repair
3. Operation of physical facilities and property
 - Operate and keep all physical property and equipment, including tractors and mowers, in safe operating condition.
 - Be alert to conditions that affect health, safety, sanitation, and good housekeeping practice.
 - Maintain swimming pool and be able to operate filtration system.
 - Make regular inspections to determine essential repairs and corrective action required
 - Maintain a record of all maintenance performed
 - Drive vehicles in safe and responsible manner. Obey all traffic laws both in and out of camp. Ensure that all of the camp staff follow these instructions
4. Working with rental groups
 - Communicate with rental groups as requested by camp management

- Welcome and host rental groups
 - Ensure that rental groups are aware of various camp policies relating to their event.
 - At conclusion of rental group activities conduct a camp inspection to ensure that they have complied with rental clean up policies.
 - Assist with the set-up and tear-down of outdoor camp activities and events
5. Other duties as assigned.

Qualifications

- A member in good standing with the Seventh-day Adventist church.
- High school diploma, GED or equivalent documented experience
- Three years' experience in construction trades or general maintenance management.
- CPO (pool operator certification program) if needed we will pay for training.
- Valid driver's license necessary to carry out assignments. May be expected to have CDL Class B license.
- Be current in First Aid, CPR, and other needed certifications.
- Have basic computer skills.
- Willing to accept a flexible work schedule that may at times include holidays.
- Shown ability to handle financial resources.
- Background/Criminal check and Verified Volunteers training

Physical Aspects of the Job

- Be able to drive and operate camp vehicles.
- Have the necessary physical strength to carry out maintenance and repairs (e.g. to lift heavy objects up to 70 lbs or 32kg, to dig, to load and unload trucks, to carry out assigned repairs).
- Ability to effectively communicate orally and in writing
- Ability to deal with stressful situations
- Ability to work fast-paced and challenging timeline
- Ability to work long hours, and at times early and late hours
- Dexterity for operation of some equipment.
- Physically fit to be able to do long hours
- Possess excellent audible abilities for the safety of camp staff
- While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, walk, bend, kneel, reach overhead and may be required to lift up to 40 pounds.

Working Conditions:

The employee may be exposed to unpleasant and noxious fumes and odors. At times, the job may require an employee to be exposed to hazardous work environments. Some jobs require an employee to work where there is a significant chance of injury. Employee is expected to take necessary precautions for all work-related job duties. Essential responsibilities are performed while sitting, standing, or kneeling. Tasks are performed in a variety of locations and conditions around the camp. Additional duties are performed in rugged outdoor areas as well as in indoor facilities. Indoor work areas are typically well lighted and ventilated. Employee will be exposed to the elements (rain, sun, wind, etc.)

Please Note: The statements found in this job description are meant to describe the overall general nature and level of the work performed by an employee functioning in this position. The tasks, duties, responsibilities, functions, skills, talents, etc. outlined in the description is not an exhaustive list and should not be construed as such. The New Jersey Conference reserves the right to modify this job description as/when needed in order to fulfill the mission of the Conference. All employees are expected to uphold the values of the New Jersey Conference of Seventh-day Adventists. Employees are missionaries, demonstrating a desire and a commitment to sharing the love of Christ.

Expected Hours of Work

- On-call 24/7; required rotating shifts during evenings and weekends.

Classification/Pay

Full-time, Exempt Position

Wage Scale: 78%-98%, commensurable with experience.

Benefits according to NAD Policy

New Jersey Conference is a bona fide employer. Candidate must be a member of the Seventh-day Adventist Church in good standing.

Please send resume to:

Pastor Stephen Lee – slee@njcsda.org – Fax: 609-802-0868

Deadline to send resume: - November 20, 2022