

Job Description
Camp Services Supervisor
Camp Baldwin

Primary Function: To perform all phases required for successful camp services including housekeeping, guest services, recreation and more to serve guest groups at Camp Baldwin. Supervisory role focus on housekeeping and guest services throughout the year plus assisting Recreation Supervisor during the summer.

Based on work responsibilities this position requires living on camp property.

Responsibilities: This person shall...

1. Organize and supervise all housekeeping operations around campus.
2. Supervise housekeeping staff to be sure work is done correctly and in a timely manner.
3. Organize laundry facility and keep it clean and stocked with needed supplies.
4. Supervise volunteer groups serving in laundry and housekeeping.
5. Be sure daily rounds are conducted around campus to be sure trash is taken out of guest meeting spaces while guest groups are present and all trash is cleaned up around campus including outdoor trash cans and grounds.
6. Organize and serve with Guest Services team for conference room set ups.
7. Provide excellent customer service for guests that leads to a positive camp experience.
8. Assist Recreation Supervisor with managing all areas of recreation including water activities at swimming pool and lake, kayak tours, challenge course, laser tag, mini golf, game room, gym, paintball(if added), game pavilion, disc golf and more, especially during the summer.
9. Work with Camp Director and Assistant Camp Director to purchase any supplies needed for housekeeping and guest services.
10. Maintain current Red Cross Lifeguard certification.
11. Serve as a lifeguard at swimming pool and lake as needed.
12. Be flexible and available to serve in all areas of camp ministry including recreation, food services, operations, guest services, etc to best serve guests.
13. Serve as "On Call" staff while guests are on campus in rotation with other camp staff.
14. Participate in staff meetings, Bible studies, conferences and other staff gatherings.
15. Assume other temporary duties as assigned by Camp Director and Assistant Camp Director.
16. Expected to be involved in a local church as much as position responsibilities allow.
17. Be a team player while serving alongside other staff members with a friendly and encouraging attitude.

Relationships: This person shall be...

1. Recruited by Camp Baldwin's Personnel Sub-Committee and Camp Director.
2. Employed by Camp Baldwin.
3. Supervised by Camp Director and Assistant Camp Director.
4. Counseled/Guided/Encouraged by the Camp Committee.