

Baltimore-Washington Conference of The United Methodist Church
Retreat and Camping Ministries Job Description

Position Title: Caretaker
Location: Camp Harmison, 507 Harmison Lane, Berkeley Springs, WV 25411
Supervisor: RCM Director
FLSA Status: Non-Exempt – Part-time, Hourly

Position Summary: The caretaker is responsible for maintaining the grounds and facilities to provide a safe and welcoming environment for guests, arranging contracted work when needed, and greeting guests and accommodating their needs during their stay.

Key Accountabilities

1. Provide for the maintenance of the grounds including any grounds work, carpentry work, plumbing, electrical or mechanical work needed to maintain a safe and welcoming facility for guests. This includes the complete cleaning of facilities after each group.
2. Within the confines of the budget for the site, arrange for any needed contractors to provide services beyond the capabilities of the employee and serve as the BWC representative in these transactions.
3. Purchase supplies and materials as needed within the limitations of the budget providing for good economy and use of materials.
4. Greet guest groups, providing for their needs and requests. Collect the information required to create an invoice for their stay.
5. Forward any monies collected and any bills for services to the Office of Retreat and Camping Ministries in a timely manner for payment or deposit.
6. Anticipate needs and prepare estimates of costs for improvements and upgrades for the site in a timely manner for the next budget cycle.
7. Other duties as assigned by the Director of Retreat and Camping Ministries.

Special Aspects of the Role: Camp Harmison is a Christian organization that is focused on promoting the teachings and values of Christ. It is not required that the jobholder be of the Christian faith, but they must be supportive of our mission and may be expected to attend events with Christian worship elements (e.g. a devotion at the start of a meeting or prayer before meals).

This position has a direct impact on several of the [seven foundations](#) of United Methodist Camp and Retreat ministries, specifically: extending Christian hospitality, created sacred spaces set apart, and care of creation.

This position requires a criminal background check per state requirements for Youth Camp Certification, pre-employment drug testing, and CPS Adam Walsh background check.

Educational Attainment & Work Experience

- High school diploma or equivalent
- Must be at least 21 years of age.
- Must have a valid driver's license.

Skills and Abilities

- Proficiency in groundskeeping, carpentry, electrical, plumbing, mechanical, painting, and vehicle care to perform needed maintenance and/or diagnose problems for further correction.
- Knowledge of safe operation of hand tools, power tools, and motorized vehicles.
- Experience and knowledge in the upkeep of public access facilities.
- Ability to interact with diverse groups including clergy and laity and of different cultures/races.
- Good organizational skills.
- Pleasant demeanor to offer hospitality to guest groups including good communication skills.
- Must be able to meet physical requirements of position listed in job description.

Key Competencies

- Ability to Learn
- Time Management
- Results Orientation
- Flexibility
- Adaptability
- Persistence
- Self-Control
- Attention to Detail
- Dependability
- Problem-Solving
- Safety Awareness
- Strategic Thinking
- Concern for Standards

This document describes the general nature and level of work being performed. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

Physical and Environmental Demands:

Physical Activities	Estimated Frequency				Notes
	Never	Rare	Occasional	Often	
Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like.				x	
Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.				x	
Remaining in a stationary position, often standing or sitting for prolonged periods.				x	
Moving about to accomplish tasks or moving from one worksite to another.				x	70 acre property
Adjusting or moving objects in all directions.					
objects up to 20 pounds.				x	
objects up to 50 pounds.				x	
objects of 50 pounds or more.				x	
Communicating with others to exchange information.			x		
Repeating motions that may include the wrists, hands and/or fingers.				x	Hand tools
Operating machinery and/or power tools.				x	chain saw, wood splitter, general power tools
Operating motor vehicles or heavy equipment.				x	Tractor, riding mower
Operatating standard office equipment.		x			
Environmental Conditions	Never	Rare	Occasional	Often	Notes
Indoor, conditioned work space.			x		
Low temperatures.				x	
High temperatures.				x	
Outdoor elements such as precipitation and wind.				x	
On or around water.			x		
Noisy environments.				x	grounds keeping equipment
Hazardous conditions.			x		
Poor ventilation.			x		
Small and/or enclosed spaces.			x		crawl spaces
Schedule Conditions	Never	Rare	Occasional	Often	Notes
Nights			x		
Weekends				x	
On-call				x	
Travel		x			