

Camp Artaban Society
Position Description
Caretaker

Core Function: The Caretaker is the resident agent for the Camp Artaban Society at its Gambier Island site. S/he keeps the property, facilities, and equipment in good order, and limits use of the same to authorized personnel only. While chiefly involved with property issues, the Caretaker is expected to perform other duties as may be assigned from time to time in order to support the purpose and goals of the Camp Artaban Society.

Reporting: The Caretaker reports to the Executive Director and shall receive official instructions on duties from same. However, the Executive Director may direct the Caretaker to other staff or committee chairs for direction on some items.

Materials: The Caretaker is responsible for the proper use of all tools and equipment, and for storage and maintenance of the same.

Personnel: The Caretaker may have assistants assigned to him/her for the duration of the summer camping period. The Caretaker may be asked to participate in the hiring of maintenance staff. Staff may also be assigned if needed during the spring/fall camping period.

Safety: The Caretaker is responsible for ensuring the overall safety of the grounds and facilities for the users. S/he carries ultimate responsibility for the safety of work parties and the overall condition of the camp property. While the Caretaker usually will not directly supervise work parties, s/he is, in the absence of the Executive Director, the final authority on matters of safety, conduct, cleanliness, workmanship, use and condition of tools, and deployment of machinery and materials.

Core Duties:

Administration/Communication

- Provide written reports as requested
- Maintain communication using e-mail and/or cell phone
- Provide fuel levels on a monthly basis
- Provide water samples as needed
- Attend meetings as necessary
- Maintain good relations with neighbours
- Report inventory of tools and equipment each fall
- facilitating canteen purchase during the “off season” if necessary

Facility Upkeep and Maintenance

- Clean and maintain all buildings.
- Maintain grounds including lawns, roads, drainage systems, retaining walls, signage.
- Maintain floats, machinery, power plants, water systems, heating systems, boats, and all other equipment and buildings.
- Remove garbage and recycling and put into the incinerator or designated area.
- Ensure proper sanitation and cleanliness of site at all times.
- Guard property including tools, equipment, fences, buildings, water systems, power plants, etc. from harm and theft.
- Drain water system and winterize buildings and equipment each fall
- Maintain adequate supplies and fuel to ensure smooth operation of the camp
- Act as fire chief for the camp
- Transport supplies around camp as needed.
- Transport items to/from the in-town office, on existing trips, as needed.
- Ensure all visitors are authorized to be there and to ensure that non-authorized visitors are escorted off the site.
- Jobs requiring more than minor repairs may be referred to the Chair of Property Committee or to the Executive Director.

In-Session Duties

- Ensure facilities are ready for incoming groups, and ensure that outgoing groups leave the facility in good condition.
- Transport luggage to/from wharf and camp at the start and end of each session
- Familiarize users with surroundings and camp regulations relating to property, safety, etc.
- During shoulder-season rentals, to act as the final authority in matters of health, safety, and cleanliness including final checking of qualifications.

Management/Ministry

- Be a strong Christian role model and provide direction and supervision to the staff assigned to him/her both in shoulder seasons and summer season.
- Provide Christian mentorship to some of the volunteers and leaders at camp.
- Provide direction for members of work parties.

Other Duties

- Perform such other tasks as may be assigned in order that that purpose, goals and mission of Camp Artaban Society may be accomplished.