

Camp Ramah in Northern California

Job Title: **Operations Coordinator**

Reports to: Business Manager

Term of Employment: June 18, 2017 - August 3, 2017

Position Purpose:

Under the direction of the Business Manager, coordinate the operation and housekeeping staff in the operation, setup, maintenance, cleaning and repair of the camps facilities, and equipment consistent with the mission and established policies and procedures of the camp.

Essential Job Functions:

- 1) Work with Operations Staff to Setup Camp Program Areas
 - Coordinate operations staff to do the following and be willing to do so as needed:
 - Operate necessary equipment such as camp vehicles in a safe and efficient manner
 - Open, setup and clean program areas as requested in a timely organized manner
 - Be aware of and make necessary changes to hazards found on camp grounds
- 2) Work with operations staff in the maintenance and repair of camp owned equipment:
 - Coordinate operations staff to do the following and be willing to do so as needed:
 - Regularly check facilities and equipment to ensure they are in proper working condition
 - Report and repair, or schedule a repair for any equipment not in proper working condition
- 3) Work with housekeeping staff in janitorial and cleaning duties
 - Coordinate hospitality staff to do the following and be willing to do so as needed:
 - Sweep, scrub, wax and vacuum floors
 - Wash windows and screens
 - Clean bathrooms, hallways and communal areas
- 4) Perform all duties in accordance with prescribed regulatory compliance guidelines, including local, state and federal guidelines as well as American Camp Association accreditation standards.
 - Assist with emergencies on physical plant and site
 - Assist in conducting initial and end-of-season inventory
 - Store equipment for safety
 - Follow schedule for checking physical plant and equipment for safety, cleanliness and good repair

Other Job Duties:

Assist and oversee setup and take down of camp equipment and supplies at the beginning and end of season

Assist and oversee cleaning of camp at the end of the camp season

Relationships:

Work directly with the Business Manager as well as the operations and housekeeping staff to ensure that all work is completed satisfactorily and done in a neat orderly fashion that does not interfere with camp programming unless there is a safety issue.

Equipment Used:

Camp Vehicles (Trucks, vans, cars, utility vehicles, golf carts)
Cleaning Equipment (cleaning solvents, vacuums, brooms, brushes)
Maintenance/repair equipment (hand and power tools)
Office Equipment (Computers, printers, copiers, telephones, radios)

Qualifications: (Desired Qualifications and Experience)

- Experience in an operations, maintenance or hospitality position
- Current verification in first aid and CPR or the ability to get certification
- Valid and current driving license

Knowledge, skills, and abilities:

- Ability to work on a team, relate and work well with others
- Self starter and organizer
- Ability to accept guidance, direction and supervision
- Proficiency in the safe and proper use of maintenance equipment, tools, and janitorial equipment and tools

Physical aspects of the position:

- ◆ Ability to understand and implement safety regulations and procedures
- ◆ Ability, both visual and auditory, to identify safety hazards and monitor guest and staff behavior and enforce appropriate safety regulations and emergency procedures
- ◆ Ability to walk, stand, bend and stretch
- ◆ Ability to lift, up to approximately 50 pounds, and occasional lifting of equipment weighing up to approximately 75 pounds may be required.
- ◆ Ability to safely and properly use power tools and equipment
- ◆ Ability to safely drive cars, light trucks, tractors, and other motorized vehicles
- ◆ Visual and auditory ability to identify and respond to environmental and other hazards related to the camp operation.
- ◆ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness or injury).

Camp Ramah in Northern California is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

[**See the staff handbook for Camp Policies and Expectations.**](#)
[**CLICK HERE FOR THE HANDBOOK**](#)