

Southern Illinois Christian Service Camp
P.O. Box 69 West Frankfort, IL 62896

Manager's Assistant – Job Description

DESCRIPTION

This is a Manager's Assistant position involving responsibility for general operation and safety in and around the camp. As Manager's Assistant your primary responsibility is to perform the duties as assigned by the Camp Manager in the upkeep of the camp facilities and grounds. Employees in this position perform a variety of duties requiring comprehensive knowledge of the camp and program. The Manager's Assistant exercises independent judgement and action, including making decisions in accordance with delegated responsibilities from the Camp Manager. Primary emphasis is placed upon the safety of the campers and staff while using the camp. An employee in this position receives guidance from the Camp Manager and is expected to exercise considerable tact, discretion, and judgment. Performance is evaluated periodically.

ESSENTIAL JOB FUNCTIONS

- Identify potential accident hazards
- Be alert to prevent accidents (risk management)
- Operate and maintain machines, lawn mowers, trimmer, etc. safely and efficiently
- Communicate with others and the Camp Manager
- Facilitate camp relations with a positive and professional attitude, courtesy and tact
- Work Sunday afternoon through Friday afternoon
- Other duties as assigned by the Camp Manager

REQUIRED CERTIFICATIONS, KNOWLEDGE, ABILITIES AND SKILLS

- Prefer at least one year of college (from a Christian College a plus)
- Excellent interpersonal communication and organizational skills
- Experience in public facility management preferred
- Prefer mechanical, electrical & plumbing ability with the agility to do physical labor
- Self-motivated with the ability to work without supervision
- Ability to lead and motivate others
- Successfully pass background check and if desired by the Camp, a drug screening