

**Camp John Marc**  
Job Description

**Job Title:** Facility Assistant

**Classification:** Salaried (Full-Time, Year-Round)

**Salary Range:**

**Responsible to:** Facility Manager

**General Function:**

The Facility Assistant is responsible for assisting in furthering the mission of Camp John Marc at the direction of the Facility Manager in a high-quality manner that is in line with the established policies and procedures of camp. Because of the need for flexibility, this job description is only a guide to the basic responsibilities of the Facility Assistant and will change as the need(s) arise. The Facility Assistant is an employee of Camp John Marc and its Board of Directors.

**Essential Job Functions:**

- **Equine:** Supervise and manage the needs of camp herd (14-16 horses) and the physical operation of the horseback riding facilities and equipment.
  - Manage the arena, stalls, pastures, equipment, tack, and other equipment.
  - Review horses for health needs, behavior issues, and tack needs.
  - Feed, water, and groom horses daily and conduct check of area and equipment for safety, cleanliness, and repair.
  - Train and supervise horseback riding staff regarding their responsibilities for a high-quality program (Summer only)
  - Participate in the development of annual operating budgets as it relates to the equine program.
- **Pool:** Supervise and manage the operations of the swimming pool.
  - Inspect equipment and pool for safety needs, daily, in line with Risk Management principles and licensing requirements.
  - Maintain or be willing to obtain Certified Pool Operator (CPO) license and necessary trainings.
  - Oversee the maintenance of the pool (including chemistry, cleanliness, and other related maintenance). Respond to incidents involving chemical imbalances.
  - Participate in the development of annual operating budgets as it relates to the pool.
- **Maintenance:** Assist in the maintenance of the campgrounds, buildings, vehicles, and other facility items.
  - Implement regular maintenance and upkeep of camp buildings and grounds including, but not limited to electrical, plumbing, carpentry, and HVAC.
  - Train and supervise camp program staff in the use of camp equipment including maintenance and program equipment as appropriate.
- **Safety:** Perform all duties in accordance with prescribed regulatory compliance guidelines/codes, including local, state, and federal guidelines as well as American Camp Association accreditation standards and state of Texas licensure.
  - Respond to emergencies on physical plant and campsite.
  - Use, maintain, and store equipment safely.

**Other Duties:**

- Participate as a member of the camp full-time team as needed to ensure the integration of program and property to deliver a program that meets the needs of campers and the camp mission.
- Assist in representing the camp for local businesses and other related camp groups.

**Required Qualifications:**

- A high school diploma or equivalent, plus two years' experience in the following areas: skilled work, maintenance, and/or construction.

**Knowledge, Skills, and Abilities:**

- The position requires working knowledge (or willingness/ability to learn) in the areas of engineering, painting, carpentry, electrical wiring and controls, plumbing, water and sewage treatment, and vehicle and machinery operation, including their maintenance.
- Proficiency in safe and proper use of power equipment/ tools, heavy and light machinery, and building materials.
- Must have knowledge of proper technique in the following areas: construction, carpentry, plumbing, electrical, HVAC, and grounds keeping.

**Requirements:**

## Ability to:

- Understand and implement safety regulations and procedures.
- Communicate procedures and regulations to staff and partner groups.
- Identify, both visual and auditorily, and respond to safety and environmental hazards, as well as inform campers, staff, and partner groups of those hazards.
- Safely and properly use power tools and equipment.
- Safely drive trucks, tractors, and other motorized vehicles.
- Observe campers, staff, and partner group behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.

## Physical:

- Strength to lift equipment and supplies (up to 50 pounds) with reasonable accommodation.
- Mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more).
- Ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury).
- Camp John Marc requires all employees, staff, and volunteers to receive the COVID-19 vaccine.