



Indian Hills 4-H Camp
8212 Lauver Rd.
Pleasant Hill, OH 45359
937-676-5103
Indianhills4.h@gmail.com

Job Posting: Camp Manager, Indian Hills 4-H Camp

Location: 8212 Lauver Rd., Pleasant Hill, Ohio 45359

Phone: 937-440-3945 **Email:** indianhills4.h@gmail.com

Hours: Seasonal (May-Aug) potential for additional part-time during the off-season (early spring, late summer, and fall), varied hours including evenings and weekends to be determined as camps are scheduled annually. Position to be evaluated and recanvassed annually. The interested party must confirm acceptance by submitting a signed contract and employment paperwork.

Start Date: Potential early spring part-time, May 1st full-time seasonal. Salary is dependent upon the candidate's qualifications. Pay range of \$25,000 to \$35,000 annually.

Supervisor: Camp Board President as elected each year with input from select Camp Board members as designated

Summary: Camp Manager is responsible for administrative/operational duties of camp to ensure successful operation. Work is performed cooperatively, and independently within established policies and procedures under the general direction of the Camp Board President and HR Committee. Must be able to work independently with little to no supervision.

Responsibilities: Camp Manager will maintain a positive atmosphere at camp and provide technical assistance in resident camping; conduct operations in accordance with the mission, policies, and goals of Indian Hills 4-H Camp Board of Directors; serve collaboratively and foster healthy relationships with the OSU Extension Office and 4-H Advisory Committee in Miami County.

Works cooperatively with Property Committee and other staff members as needed. Assist with Camp preparations for opening and closing of camping season. Completes quarterly water testing. Maintain a master list of all projects completed and materials used/needed.

Oversee hourly camp staff and work with Human Resources committee to hire temporary camp staff and maintain employee records, schedules, and timecards.

Coordinate with Property Committee the opening and closing of the swimming pool for season and complete winterization of equipment, when confirmed by Camp Board.



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Responsibilities (continued):

Verify continual operation of the swimming pool during camp season including:

- daily cleaning of filters and pool
- maintaining proper chemical levels by testing water every 4 hours
- keep accurate records to meet health department requirements

Verify proper operation of HVAC system and refrigeration equipment in dining hall.
Coordinate the disposal of garbage with all staff and Program Committee.

Create, coordinate, and maintain annual camp schedule. Prepare and process contracts and deposits for returning customers, prepare rental group invoices and follow up on payments. Assumes responsibility for collecting camp fees, canteen sales, maintaining petty cash, depositing monies with treasurer, and providing accurate financial records.

Assumes responsibility for checking user groups in and out, orientation, and maintaining records on all camps. Ensure the satisfaction of all rental groups. Provides tours for potential camp bookings. Maintains required health records for required user groups to ensure proper payment of accident claims resulting from camp participation. Assumes responsibility for maintaining standard first aid supplies for required groups.

Cooperate with Property Committee to inspect and maintain all facilities, before, during and after camps, resolves and provides reports of any incidents incurred. Coordinate availability during each camp 24/7. Coordinates responsibility for security of camp facilities and camp personnel. Be aware of and inspect any unsafe conditions with the potential to cause injury to visitors.

Maintain an updated contact list of all vendors, contractors, medical facilities, fire and emergency departments, local officials, and water department in the area, foster liaison as appropriate. Maintains liaison with forest service personnel. Coordinate multiple health inspections throughout the season of facility, kitchen, and swimming pool.

Assumes responsibility for any required reports, including but not limited to staffing schedules and hours worked, inventory, expenses, operating reports, and submit paperwork for any grant applications, American Camping Association accreditation, and Ohio State University affiliate annual report.

Collect mail from PO Box daily during season, weekly during off season, distribute to Board as needed. Respond to all emails from Camp email, copy to Board. Check and respond to voicemail messages.



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Coordinate projects with Volunteer groups for Camp.

Assumes responsibility for inventory and ordering of recreational equipment, canteen, meals, and supplies within budget. Stock and maintain canteen for 4-H groups, keeping accurate inventory records, and providing regular reports.

Provides feedback on the evaluation of user groups and personnel. Provide regular scheduled reports to Camp Board and HR Committee

Education and Experience: Highschool or GED required. Must provide proof of eligibility to work in the US. Must meet OSU hiring standards including a BCI background check (fee reimbursement available). Ability to establish and maintain effective working relationships with adults, youth, and the public. Ability to maintain reports and financial records on a timely basis. Ability to work independently.

Email a copy of your cover letter and resume to Indian Hills 4-H Camp at indianhills4.h@gmail.com. Applications are due by noon on Friday, April 5, 2024.