

Missouri Ministries of the Church of God **Job Description for Camp Sharon Caretaker**

The following are qualifications and responsibilities to fulfill the position of Camp Sharon Caretaker.

*It should be noted that this position is primarily responsible to the Camp Sharon Team, but ultimately to the Missouri Ministries of the Church of God Governance Board.

QUALITIES

1. Since the primary nature of Missouri Ministries is spiritual, the person filling this position shall be a *professing* Christian, and a regular attending member of a Bible-believing church (within local vicinity of the camp area).
2. Possess good interpersonal skills; as this position entails working with many pastors, congregational representatives, state ministry representatives, community leaders, contractors, homeowners, and the general public, etc
3. The caretaker's primary responsibilities are of maintenance and stewardship. Knowledge of general repairs for buildings and equipment are essential.

The position of caretaker is one with no set hours; must be available at any time.

RESPONSIBILITIES

1. Provide oversight, maintenance and security of camp grounds, utilities, and facilities. A significant focus should be placed on summer youth and children's camps, but the grounds and facilities are used by groups throughout much of the year.
2. Perform duties in accordance with the mission and vision as set by the Camp Sharon team and in general alignment with the value of stewardship of Kingdom resources.
3. Keep appropriate records for the camp and maintain the Camp Sharon checkbook.
4. Manage expenditures within the budget provided by the Camp Sharon Team.
5. Purchase all supplies necessary for the operation of the camp including maintenance of grounds, utilities, facilities, and equipment.
6. Hire, supervise and maintain paperwork for any part time and seasonal employees.
7. Maintain the camp grounds, utilities, facilities and equipment in preparation for seasonal changes.
8. Schedule camp usage for groups and individuals.
9. Regulate the groups/individuals on site in accordance with the rules and covenant set up by the Camp Sharon Team.

10. Provide observation and feedback to Camp Sharon Team regarding summer youth and children camp programs.
11. Attend State Conventions, meetings (i.e. Annual All Boards Congress & General Assembly) and Camp Sharon Team meetings.
12. Act as a representative of Camp Sharon in relevant, or assigned, community or regional functions.
13. Make recommendations to the Camp Sharon Team regarding camp grounds, utilities, facilities, programs, and usage.
14. Attend Camp Sharon Homeowner's Association meetings as well as the Architectural & Landscaping Committee meetings as a voting member representing Missouri Ministries of the Church of God. (The Camp Sharon Board chairman also serves as a voting member of these groups.)
15. Other duties as assigned by the Camp Sharon Team.

PART TIME/SEASONAL ROLE

Missouri Ministries would also consider candidates that would be available on a seasonal basis to provide caretaker services for the primary camping season from Memorial Day through Labor Day. Expectations and responsibilities can be negotiated, however, the in-season responsibilities would be primarily as outlined above.