



EMPLOYMENT OPPORTUNITY CAMP MANAGER CASCADE LAKE 4-H CAMP, DONNELLY

The Cascade Lake 4-H Camp is located in a beautiful setting on the west shore of the Cascade Lake Reservoir, three miles outside of Donnelly, Idaho. The campground includes 15 sleeping cabins, 2 restroom/shower buildings, a large dining/recreation lodge with adjoining kitchen, manager's cabin, beachfront and other recreational areas. The facility is operated under direction of a volunteer Board of Directors for the purpose of providing a prime camping facility for 4-H youth and other groups.

DESCRIPTION The Camp Manager is responsible to ensure a maintained, safe, attractive camp facility including buildings maintenance and operational equipment. You may conduct small general facility repairs, including kitchen equipment, or coordinate professional services with approval of the President. Supervising the head cook and kitchen staff, you will successfully coordinate with the head cook and maintain adequate levels of inventory. Serving as the primary on-site facility coordinator, you will check camp groups in and out of camp and perform walk throughs, effectively communicate with the 4-H President of the board, and maintain a good rapport with the public, camping groups, and suppliers. Overall, the Camp Manager is responsible to the Board of Directors of the Cascade Lake 4-H Camp, Inc.

EMPLOYMENT PERIOD Seasonal annual position. Strongly preferred May – Mid-September, with June – August required.

SALARY & BENEFITS Monthly base salary of up to \$3000 depending on experience (minus applicable taxes and withholdings) plus free private furnished manager's cabin that includes small kitchen, living area, bedroom, and bath. Free utilities. Free staff meals as served to campers. Personal use of the facilities, lake and outdoor equipment when camps are not booked.

GENERAL DUTIES

- Oversee the day-to-day operation, maintenance, safety, and attractive condition of the camp
- In coordination with the board, support the opening and winterizing of camp
- Ensure general upkeep and correction of any potential safety problems
- Perform general handy-person duties, potentially repair plumbing and kitchen equipment or coordinate professional services as approved by the President
- Ensure compliance with water testing requirements
- Maintain lawn and grounds
- Check camp groups in and out following a checklist. Report damage by renters to the board President
- Collect camp fees
- Remove garbage from buildings daily
- Order and maintain adequate supplies of paper & cleaning products/supplies
- Perform daily cleaning of all buildings, including restroom/showers and coordinate cleaning responsibilities with each camping group
- Supervise head cook and kitchen assistant
- Maintain good public relations and communication with camp groups and board President
- Ensure accurate record keeping

QUALIFICATIONS

- Ability to live on the campgrounds during summer camping season required
- Experience with minor 'handy-person' type work and supervising others preferred
- Experience in recordkeeping preferred
- Ability to lift 60 lbs, walk distances and stand for long periods of time required
- Cooperative attitude toward adults and children and appreciation for providing an exceptional camping experience to guests required
- Must be 21 years of age or older
- Employment is contingent upon passing a child protection screening and criminal background check

TO APPLY

For questions or to apply for this position, provide resume titled Camp Manager position to jobs@cascadelake4hcamp.com

Cascade Lake 4-H Camp is proud to be an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, or any other factor protected by applicable federal, state or local law. Persons with disabilities who require alternative means for applying, communication, program information or reasonable accommodations should contact Cascade Lake 4-H Camp at jobs@cascadelake4hcamp.com.

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