

Western Kentucky Youth Camp **Caretaker Job Description**

Job Title: Camp Caretaker
Direct Supervisor: President of the Board of Directors
Revision Date: July 20, 2025

Essential Responsibilities

- Provide exemplary customer service and support to session directors, campers, volunteer staff, retreat groups, and guests.
- Exhibit conduct and communication in a Christian manner.
- Responsible for following implementing the directives of the Board of Directors
- Inspect, monitor, clean, and provide upkeep of the grounds and pool.
- Inspect, monitor, clean, and provide upkeep of all buildings.
- Regularly inspect and perform/coordinate maintenance on all equipment.
- Provide consistent upkeep of trails on the property (spreading gravel, spraying, bushhogging, clearing downed trees, etc.).
- Maintain detailed records of maintenance and upkeep of grounds and equipment.
- Ensure that the physical plant (grounds and buildings) is ready for visitors at all times (safe, clean, and landscaped).
- Order all supplies and food needed for summer sessions in an efficient and cost-effective manner.
- Order all supplies for regular building usage for retreat sessions in an efficient and cost-effective manner.
- Maintain a consistent and visible physical presence during sessions/retreats in order to manage the needs of session directors, campers, volunteer staff, and guests.
- Manage the check-in/check-out for all summer sessions and retreats.
- Develop and implement a comprehensive training program for summer interns/lifeguards.
- Effectively manage the work and mentoring of summer interns/lifeguards to promote a collaborative work environment to best serve our session directors, volunteer staff, and campers.
- Ensure that all Federal and State Health Department standards are met and that WKYC passes each inspection.
- Collect any payments/donations received via mail or in-person on camp grounds to be distributed to the Treasurer.
- Coordinate with congregations and other groups for work days and other volunteer opportunities for work on the camp grounds.
- Maintain appropriate levels of communication with the President and others in relation to issues related to WKYC.
- Attend all meetings of the Board of Directors and provide a Caretaker's Report.
- Follow all policies, procedures, and directives established by the Board of Directors.
- Other duties as assigned.

Other Skills and Abilities

Essential Dispositions

- **Service Orientation:** Understands the Christian mission of WKYC and how the caretaker role aligns with organizational goals. Consistently goes above and beyond the essential responsibilities to exceed the expectations of the Board of Directors, session directors, volunteers, campers, and guests.
- **Cooperation:** Open and cooperative with the guidance of the Board of Directors, putting the interests of camp ahead of accomplishing individual goals. Work collaboratively with sessions/retreats in order to provide them with an excellent experience at WKYC.
- **Dependability:** Consistently takes responsibility for completing work in a timely manner and follows through on commitments, acting with integrity and trustworthiness. Takes responsibility for mistakes or shortfalls that may occur from time to time.
- **Initiative:** Takes constructive action on needed tasks without being prompted. Identifies problems, develops possible solutions, and then acts promptly to address these issues.
- **Organizational Abilities:** Understands and is able to use organizational skills to successfully complete tasks. Additionally, resources for guests (cafeteria, cabins, canteen, crafts, etc.) should be organized to allow for efficient use. The shop and all equipment should be well organized for use by designated volunteers.
- **Stewardship:** Identify, obtain, and organize needed resources to support planned activities and groups. Conduct a regular inventory of materials and supplies to ensure the needs of our guests are met. Care should be taken to be a good steward of the financial and physical resources of WKYC.

Additional Skills

- Effective communication skills
- Temperament to work well with others
- Ability to use math in job responsibilities
- Experience with bookkeeping and money management is preferred
- Current Driver's License is required

Qualifications

To perform this job successfully, an individual must be able to perform, delegate, and oversee each essential responsibility at a standard that is satisfactory to the Board of Directors. The essential responsibilities and dispositions are representative of the knowledge, skill and/or ability required.

Requirements

1. This position requires the individual (and their dependent family residing on WKYC property) to be a member in good standing in the Church of Christ.
2. It is preferred that the Caretaker is married, but this is not required.
3. The Caretaker must be well-groomed in appearance.
4. It is preferred that the Caretaker does not have full-time employment outside of this position. Outside employment of any level (full- or part-time) must be communicated to

the Board of Directors, and outside employment responsibilities must not interfere with the responsibilities of the Caretaker position.

Education and/or Experience

Knowledge generally acquired by a high school degree with one to two years' experience working with grounds, machinery, equipment, and maintenance. General contracting skills, such as carpentry, electrical, and plumbing skills, are preferred.

Physical Demands

The physical demands described here are representative of those which must be met by the Caretaker to successfully perform the essential responsibilities of the position. While performing the responsibilities of this position, the Caretaker is regularly required to stand and walk. The Caretaker is frequently required to use hands to touch, handle, or feel and reach with hands and arms. The Caretaker is occasionally required to climb, balance, stoop, kneel, crouch, talk, and hear. The Caretaker must be able to lift and/or move up to 100 pounds, when necessary.

Caretaker Benefits

1. Salary (to be determined by the Board of Directors and based on experience)
2. Housing (4 bed/3 bath; does not include personal content insurance coverage)
3. Basic landline telephone
4. Basic Internet service
5. Utilities (electric, gas, and water for the house)
6. Meal Benefit (option to eat meals during summer sessions)
7. The use of the WKYC facilities, as appropriate, when not in use by sessions or retreats
8. Expense allowance/reimbursement as determined by the President or Board of Directors

Annual Performance Review

The Caretaker will be reviewed annually to assess holistic job performance, determine areas for growth/improvement, and discuss the continuation of employment. This review will take place each year after the last summer session and prior to the Annual Meeting in August. Areas for growth/improvement may require the Caretaker to develop a comprehensive and actionable enhancement plan to address issues.

Disclaimer

This job description indicates the general nature of the level of work expected of the Caretaker. It is not designed to cover or contain a comprehensive listing of all tasks required of the Caretaker.

The Caretaker and the Board of Directors understand that if either party decides to terminate this agreement, a 60-day notice will be given, unless circumstances deem otherwise, or, if both parties agree otherwise.