

EMPLOYEE/RESIDENT MANAGER

It is the responsibility of the Camp Woodland Hills Board to set policy, procedures and budget. It is the responsibility of the employee/resident manager to carry out the policy, following prescribed procedures and to stay within budget. The “culture” of the relationship will be one of Board/manager, not Board/caretaker. The manger is encouraged to take responsibility within the established policies, procedures and budget and to be innovative and creative in how to accomplish the tasks at hand at the least cost while maintaining the accepted standard of beauty and cleanliness of the campground. It is not the intend of the Board to “micromanage” the camp, nor to require such frequent reporting or seeking approvals that the Board or it’s liaison become an impediment to the successful operation of the campground. The following responsibilities are prepared with this background in mind.

Board Liaison Responsibilities

1. Give direction and supervision to the employee in the discharge of his/her duties.
2. Handle all communication to and from the Employee and the Board.
3. Interpret board policy, procedures and budget to the employee.
4. Conduct the annual review of the employee's contract under the consultation and direction of the Board.
5. Assist the Employee in scheduling volunteer work days as needed.
6. Pay the charge accounts at the various campground vendors.
7. Keep the employee informed as to the status of the budget.
8. Handle all calls for rental information and contacts for rental and scheduling of the campground.
9. Inform the employee of scheduled rentals at least two weeks in advance if possible.

Employee Responsibility

A. Board/liaison

1. Take supervision from only the Board liaison.
2. Keep the Board through the liaison informed via periodic reports and conferences of the current status of maintenance and repair projects planned or implemented on the campgrounds.
3. Endeavor to stay within the budgeted amounts for each line item in the CWH budget. Visit with the liaison prior to any expenditure over the budgeted amount, or not approved in the budget.

B. Renters

1. Check all groups using the camp in and out.
2. Perform an exit inspection after each groups use. Make sure the camp is left as clean as it as when the group arrived. Report any damage or unclean facilities to the liaison.
3. Be available to provide help and assistance as needed.
4. Visit the camp during sessions to see if there are any needs.

5. Provide group leader with instructions on how to reach employee for questions/emergencies.
6. Render other timely assistance as needed.

C. Maintenance & Repair

1. Keep grass mowed, leaves removed and areas clean of trash and debris around buildings, trailer parking and tenting areas, picnic and recreation areas, outdoor worship areas, and roadways.
2. Add gravel as needed and grade roadways when required.
3. Make a periodic inspection of all buildings to assess needed repairs.
4. Clean roof gutters each fall.
5. Maintain buildings in good repair.
6. Prepare list of maintenance/repair items for volunteers and RV work groups. Provide needed materials in advance.
7. Prepare a maintenance/repair list in chronological order which can be used as a "punch list". Share the completing of items with the liaison in the form of a periodic report.
8. All hand tools and equipment owned by the campground, are to be kept in the designated tool shed except when not in use.
9. Perform general maintenance work as required on camp owned equipment to keep it operational.

D. Swimming Pool

1. Clean and fill the pool by Memorial Day each season.
2. Supervise the life guard in maintaining adequate chlorine levels and daily pool cleaning.
3. Close and winterize the pool after Labor Day weekend but prior to Sept. 30th.
4. Keep sufficient chlorine and cleaning supplies on hand to maintain the pool.

E. Contractors

1. On maintenance/repair items requiring the services of a contractor, employee will get bids for the work, select the appropriate contractor and supervise the contractor's work.
2. If the best/lowest bid exceeds the amount budgeted, the employee will contact the treasurer for advise.
3. Report to the treasurer when contractors work is completed satisfactorily to authorize payment of the bill.