



Camp McCumber

35440 Deer Flat Road
Shingletown, CA 96088

CAMP MANAGER JOB DESCRIPTION

The primary functions of the Camp Manager are to provide fiscal management, group user contracting and services and camp facility and employee management.

Duties – Fiscal

1. Possess an understanding of the annual camp budget and the process for bill payment and the deposit of camp receipts. Ensure that financial transactions are handled in a timely manner with proper records and back up files.
2. Work with the Finance Committee, Board Treasurer and corporation bookkeeper to keep expenditures within the adopted budget.
3. Maintain a good working relationship with the Finance Committee, Board Treasurer and corporation bookkeeper on all financial issues.
4. Maintain “on site” files and camp records and keep them up to date and in good order.
5. Attend regular meetings of the Corporation Board and present oral reports concerning all relevant issues, problems and needs affecting the camp. A written report to the Board President before a meeting may replace attendance of the Manager is unable to attend.
6. Suggest to the Board needed revisions of any existing camp policy, form, renter handbook, or employee job description. Submit recommendations to the Board for new policies, forms, etc., for adoption as needed for the proper and safe operation of the camp.
7. Advise the Board on a regular and timely basis regarding the camp season schedule and all revisions.
8. Receive and respond to Corporation telephone calls.
9. Receive, review and distribute Corporation mail at the camp address.
10. Advertise and distribute digital and printed information to potential users and respond to communication from existing users and interested parties.
11. Send, process and receive all rental group contracts and other forms.
12. Follow up on rental group contract requirements.
13. Keep the rental group handbook up to date and distribute to all rental groups. Involve the Board in all revisions.

Duties – Camp User Groups

14. Conduct tours of the camp for interested parties and committed user groups as necessary.



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15. Be present at camp and available to groups at the check-in (arrival) and check-out (departure) times for each user group.
16. Review camp rules and camp policies with the director or person in charge of each user group upon their arrival.
17. Ask each user group director if they have on file and in their possession their staff background checks and camper health histories and medical releases as required by CA Codes, Title 17, Sections 30750-51.
18. Conduct a tour of each building and the grounds with the director or person in charge of each user group, noting the condition of each building and the grounds before group use on the "Check-in / Check-out" form. Conduct a similar tour with the director or person in charge after members of their group have vacated the camp and note any changes in condition on the "Check-In / Check-out" form.
19. Be accessible while user groups are occupying camp. Notify the director or person in charge of each group of any temporary absence of the Manager from camp. This notification will indicate the time of return and, in case of emergency, an interim contact person.
20. Communicate directly with the director or person in charge of each group concerning their planned check-out time and the check-out process. Reconfirm this check-out time with each group the day before departure.
21. Inform all groups that animals and/or pets of any kind are not allowed at camp except for certified service animals.
22. Instruct camper groups in the correct use of kitchen equipment and waterfront equipment.
23. Instruct camper groups in the correct operation of the fire alarm system.
24. Review camp policies concerning the use of alcohol, tobacco and controlled substances with the director or person in charge.

Duties – Camp Staffing

25. Advertise, recruit and make the selection of summer Camp Host. Supervise their kitchen work along with the Kitchen Manager and their maintenance and custodial work along with the Caretaker.
26. In conjunction with the Personnel Committee, set pay rates for seasonal employees, considering employee experience, skill, history with the camp, and adhering to the limitations of the camp budget for seasonal employees.



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27. With guidance and assistance from the Personnel Committee, advertise for, interview and hire the Kitchen Manager (Head Cook) and all summer seasonal employees. Utilize local and community resources whenever possible. Ensure compliance with all legal requirements.
28. Coordinate required background checks and drug testing post-offer and pre-employment for all final candidates.
29. With the assistance of the Personnel Committee, develop and implement appropriate camp orientation and training for all camp employees. Meet all legal requirements of hiring. Maintain up-to-date and appropriate personnel files for all staff members.
30. Make arrangements, when possible, for back-up or fill-in staff, either locally or through temporary agency, volunteers or paid. Ensure staffing is solid and back-up plans are in place.
31. Obtain a Food Handlers Certificate as required and ensure that all kitchen employees obtain one prior to employment.
32. Supervise the Kitchen Manager and supervise with his/her assistance the morning and late kitchen crews.
33. Inform the Kitchen Manager and Caretaker of all ordinary and extraordinary information about the schedule or meal needs of each incoming camp group.
34. Issue and maintain all seasonal employee time cards. Review them for accuracy and forward them to the bookkeeper for payroll processing in compliance with the established payroll schedule.
35. Handle all disciplinary issues appropriately, involving the Personnel Committee when needed. When involuntary terminations are necessary, involve the Personnel Committee to ensure compliance.
36. Process all resignations and terminations, ensuring termination paperwork is completed and final paychecks are provided in accordance with legal requirements.

Duties – Facilities

37. Receive reports from the Caretaker, help set maintenance priorities in preparation for camp opening and camp closing. Work with the Facilities Committee to ensure proper budgeting, possible grant opportunities and possible volunteer work opportunities.
38. Consult with the Caretaker on the oversight and issuance of camp keys and on “Check-in / Check-out” forms for each user group.
39. Accept and act upon reports of damage, crime and/or trespass. Keep the Board apprised of all matters pertaining to the facility.



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40. Redirect the maintenance scheduling during the camp season to make sure immediate repairs are not neglected.
41. Carefully follow the Annual Duty Schedule
42. In conjunction with the Kitchen Manager and the Caretaker, order custodial and kitchen supplies and chemicals.
43. Make sure a binder of MSDS data sheets is up to date and kept in the kitchen. Obtain current MSDS sheets for all kitchen, custodial and maintenance chemicals from vendors at the time of delivery.
44. Schedule and be present for the following:
 - a. Inspections and servicing of kitchen equipment and other camp equipment
 - b. Shasta County Health Department inspections
 - c. Any other governmental agency inspections

Duties – Security

45. In conjunction with the Camp Caretaker, when camp is in session, conduct security checks daily consisting of perimeter checks. Respond to rental groups' reports of trespassing or out of the ordinary activities and complete a report for camp files if warranted.
46. Greet rental groups, authorized work parties and individuals and visitors upon their entrance to camp premises and show them the location of buildings, facilities and activity areas.
47. Keep extra camp keys locked up and under your supervision. Maintain a log of camp keys issued to individuals authorized by rental groups, to other camp groups, to vendors and to any individual. Use the camp "Check-in / Check-out" form to keep a record of keys issues to user group staff during a camp session. Warn authorized users against further issuing of keys or duplication of keys.
48. Conduct a full security check of all buildings a minimum of three times per week when camp is not in session.
49. Follow through on any report of trespassing.
50. Ensure that all buildings are kept locked when camp is not in session or being used by the Corporation.
51. Report any major damage, break-ins, loss of property or out of the ordinary activities on the camp premises to the Board designated representative. Reports shall be made within 24 hours after the discovery. Minor damage, break-ins, etc., will be reported to the Board designated representative prior to the next Board meeting.



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Duties – Other

52. Perform other duties as may be required by the Corporation Board of Directors.

General Requirements

- The Camp Manager(s) and any family members over the age of 18 living in the manager's residence must successfully complete a background check including Livescan fingerprinting.
- The Camp Manager(s) must successfully complete a pre-employment physical including screening for controlled substances including marijuana.
- The Camp Manager(s) must be fully vaccinated against Covid-19 and provide proof of vaccination status.
- Camp McCumber is a drug, alcohol, tobacco and vaping free campus.
 - Smoking and vaping are permitted only in the public parking lot or off camp premises, regardless of whether camps are in session. Smoking is not permitted in the manager's residence.
 - Use or possession of legal and illegal marijuana, recreational or prescribed, is **prohibited always** on the camp property.
 - Legal and proper use of alcohol is likewise prohibited on the camp property at all times with the exception of the inside and back patio area of the managers residence when user groups are not in session.
 - Use of any illegal non-prescription drugs is prohibited always on the camp property.
- Animals or pets of any kind are not allowed on the camp premises except within the manager's residence and the fenced yard surrounding it. The Camp Board prefers no dogs.

Signature of Employee

Date

Printed Name of Employee