



**The Salvation Army  
Golden State Division  
CAMP REDWOOD GLEN**

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**POSITION:** Maintenance Crew Chief  
**SUPERVISOR:** Facilities Manager  
**DEPARTMENT:** Camp Redwood Glen  
**STATUS:** Summer Camp

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**THE SALVATION ARMY MISSION STATEMENT:**

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

**OVERVIEW:**

The objective of the Maintenance Crew Chief is to manage a group of four to six maintenance crew members to ensure the daily operational duties of keeping the camp clean and running efficiently are completed. In addition, the Maintenance Crew Chief is to provide support in camp-wide events and plan and implement devotionals for the maintenance crew.

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**DUTIES INCLUDE BUT ARE NOT LIMITED TO:**

- Supervise and direct the Maintenance Crew.
- Prepare/participate in the planning of daily devotions for the Maintenance Crew.
- Clean and prepare all areas for use by campers and guests:
  - Dust windows, and doorways, and knock down all cobwebs.
  - Sweep floors and porches.
  - Scrub bathroom sinks, showers, toilets, and clean mirrors.
  - Mop and disinfect bathroom shower and floor.
  - Re-stock all paper products.
  - Empty all trash and replace the can liner and take bags to the main dumpster.
    - Pay close attention to recycling vs compost vs trash.
  - Check and replace burnt light bulbs.
  - Prior to the start of each camp session, close and lock all buildings and rooms not planned for use.
  - Periodically check to make sure that buildings and rooms not in use remain locked.
- Daily trash runs and litter patrol.
- Build campfires and prepare sleep-out locations as needed.
- Assist with the upkeep and maintenance of all camp vehicles, including washing and waxing.
- After each use, clean and service all hand equipment including:
  - Weed Whackers - check the spark plug and refill w2-cycle gas.
  - Lawn Mowers - clean off clipping and refill with unleaded gas.
  - Blowers - clean and refuel with 2-cycle gas.
- Keep the Maintenance Building neat and orderly at all times and keep all tools in their proper location.
- Maintain cleanliness and organization of the laundry rooms.
- Assist with general maintenance projects as directed by the Facilities Manager.

- Actively attend and participate in all evening programs and other camp activities.
- Evaluate the current summer program area and make suggestions for the following summer.
- Assist with the opening and closing day procedures as requested by Assistant Camp Director.
- Actively participate in the spiritual formation of campers and staff.
- Be an appropriate and effective example for both campers and staff members, exhibiting Christ-like conduct, concern, and service.
- Report any suspected child abuse issues to the Assistant Camp Director immediately and take necessary actions to report it properly.
- Any other duties as assigned by your supervisor.

**All staff may be called upon at any time to assist in the total operation of the camp. You are expected to join in all evening programs; absences are excused only through the Assistant Camp Director.**

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**QUALIFICATIONS:**

- Must be at least 21 years of age.
  - Previous maintenance experience is encouraged but not required.
  - Ability to creatively motivate and encourage the maintenance crew.
  - Ability to work independently and with minimal supervision.
  - Ability to organize, lead, and deliver devotionals in front of a group of people.
  - Ability to maintain good rapport and communication with other staff members effectively.
  - Must have current CPR/First Aid/AED certification.
  - Must be of good moral character.
  - Must have a personal and growing relationship with the Lord.
  - Preferred previous camping experience either as a camper or as a staff member.
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**PHYSICAL REQUIREMENTS:**

Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or sometimes continuous basis. Ability to grasp, push and pull objects and tools. Ability to lift up to 25 lbs.

*Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment to meet the physical requirements of the position. The Salvation Army would attempt to satisfy requests if the accommodation needed is reasonable and no undue hardship would result.*

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**ESSENTIAL FUNCTIONS:**

This job description should also identify the essential functions of the job, including any physical, cognitive, visual, auditory, and other abilities essential to fulfilling the job.

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**Acknowledgment of Religious Purposes of The Salvation Army**

The employee acknowledges that he/she has been informed and understands The Salvation Army's religious purpose and status as a church. The employee agrees that he/she shall do nothing to his/her relationship with The Salvation Army as an employee to undermine its religious mission. The employee agrees and understands that his/her services are a necessary part of The Army's religious purposes, and his/her work-related conduct must not conflict with, interfere with, or undermine such religious programs or The Army's religious purpose.

**At Will Employment Statement**

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing.

***Equal Employment Opportunity Employer: Minorities/Women/Veterans/Individuals with Disabilities.***

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Assistant Camp Director Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_