

GMCA Camp Manager's Duties

As the sole employee of Grand Mesa Christian Association, the Camp Manager must maintain the assets of GMCA in good working order, protect and ensure compliance with regulatory organizations, and supervise the safety, wellbeing and success of every group that utilizes the camp. These tasks are best described in the daily, weekly, and seasonal duties of the manager.

Daily Tasks: The following are daily tasks and duties expected of the camp manager to ensure minimum daily issues occur, safety and health standards are addressed and the camp sustains good working order.

1. Check Water Systems
 - 1.1. Daily water chlorination samples are required by the state to ensure safe drinking water
 - 1.2. Bathroom Toilets run on a separate system from lake water – Clean debris, and check pressure
2. Take out trash
 - 2.1. The Dining facility will produce trash after every meal, and must be emptied
 - 2.2. To keep camp's cleanliness all trash on grounds must be gathered and secured.
 - 2.3. Secure the dumpsters so wildlife doesn't interfere
3. Clean Bathrooms and needed buildings
 - 3.1. All bathrooms must be cleaned and restocked to minimize messes, and ensure good working order
4. Greet and visitors to the camp
 - 4.1.1. Visitors and tourists often venture onto campus. This can be distracting or a security issue for the group currently using the camp. The manager must know who is on the property at all times
5. Check the mail/Office Phone
 - 5.1. Receiving and sending mail is memorable event for all campers, the manager must also check for camp business coming through the mail.
 - 5.2. Daily phone calls come to the lodge. The manager must address all voicemails or inquiries of the camp.
6. Administer to the needs of the camp
 - 6.1. Often these duties are not planned, and originate from the camp director, nurse, cook, counselors or anyone needing a specific task completed. The manager's duty is to provide for the needs of the camp but often these tasks become a burden. These tasks are often not required from the manger but he/she often feels obligated to complete them to address a need of the camp.
 - 6.1.1. Starting/Putting out Campfires
 - 6.1.2. Mopping kitchen floor
 - 6.1.3. Setting up/Taking down Camp activities
 - 6.1.4. Administering kitchen clean up duties
 - 6.1.5. Chopping Fire Wood
 - 6.1.6. Pick up supplies in Cedaredge/Delta
 - 6.1.7. Any other special task requiring specific knowledge of the camp

Weekly Tasks: The following responsibilities are done on a weekly basis, and can often only be done on weekends with no daily tasks pending.

1. Clean the camp
 - 1.1. With no one on the campus, cleaning duties are expedited and the extra time saved is used to perform maintenance not easily completed over the week.
 - 1.1.1. Mopping/Washing Dining Hall Floor
 - 1.1.2. Mopping/Washing Bath House Floors
 - 1.1.3. Other Tasks that take more than an hour of uninterrupted time pertaining to cleaning
2. Manage Paper Work
 - 2.1. GMCA Holds the Child Care License, hence all responsibility is on GMCA, ergo the manager.
 - 2.1.1. Easily done during Camper Check in
 - 2.1.2. Ensure all paperwork is complete
 - 2.1.3. Sort and organize at the beginning and end of camp
 - 2.1.4. Includes Camper Registration, Volunteer Documentation, Nurse's Administration Notes, and paid Staff Paperwork.
3. Facilitate and organize any major repairs or projects done by volunteers on weekends
 - 3.1. Since no one is at the camp, often most working in this area is completed over the weekend
4. Check on the Boat House
 - 4.1. Check the status of lake water pump
 - 4.2. Clean up / Organize Life Jackets and boats
 - 4.3. Run the Emergency motor to ensure reliability
5. Check out current camp
 - 5.1. Camp changes hands over the weekend. The manager must ensure that this happens smoothly.
 - 5.1.1. Camp is left in good condition
 - 5.1.2. Read Meters and bill each camp after the end of a user group's time
6. Check In next camp
 - 6.1. Orientate with the new director, nurse, cooks and staff to the current condition of the camp
 - 6.2. Go over rules/expectations of GMCA
7. Facilitate Fire Drill
 - 7.1. Must happen within 24 hours of each youth camp

Seasonal Tasks: These must be completed over the course of the summer camping season.

1. Facilitate Regulatory Inspections
 - 1.1. Department of Human Services, Delta County Health, State of Colorado Health, and Delta County Fire Department each require inspections on some annual basis
 - 1.2. The manager must be prepared for any of such inspections at all times. Delta County Health will make a random appearance, while others will schedule a date, or a time period of inspection
2. Perform maintenance and upkeep on all facilities
 - 2.1. To help with the overall appearance, working order and upkeep of the camp the manager should complete side tasks to address these needs
 - 2.1.1. Organizing Shop
 - 2.1.2. Fixing Broken Screens/Doors
 - 2.1.3. Repairing broken facilities
3. Attend Camp Opening/Closing Weekends
 - 3.1. To gain and understating of what condition the camp is in
 - 3.2. Assist in necessary updates and opening/closing duties.