

**Temple Grove Campground
347 Hamburg Road
Transfer, PA 16154**

Job Posting for Campground Manager

The Hiring Committee of the Temple Grove Campground Board is accepting applications for the position of campground manager for the 2019 camping season and years following. Employment is expected to begin in April or May and continue through the end of the year. Contract is then renewable annually. This is a full time salaried position, with peak demand from June through August and minimal camper attendance from December through February. The manager is required to be on the grounds any time there are campers. The campground manager will be paid a salary as negotiated, and housing is provided at the campground. Meals during camping events are also included. Residing on the property is required in the house provided. Utilities except long distance phone and cable included. Salary and benefits will be negotiated pursuant to experience and employee needs.

Responsibilities of the campground manager include but are not limited to general maintenance of buildings and property, equipment maintenance, check-in & check-out of groups using the campground, scheduling of events, supervision of employees and volunteers, and contact with various vendors and the general public. The manager is responsible for identifying grounds staff, hiring, scheduling and managing costs. The job includes supervision of the kitchen help, including head cook and employees, and supervision of outdoor maintenance employees. In addition food ordering, inventory management, waste, and costs must be monitored. A successful applicant will be subject to a criminal and protective services background check, pursuant to Pennsylvania law regarding campground licensure, and must be a Registered Child and Youth Worker for Community of Christ or become one. Required certifications must be obtained including Pennsylvania Department of Environmental Protection. All applicants must be legally authorized to work in the United States and at least 18 years of age or older. Temple Grove is owned and operated by Community of Christ, a religious organization. All properties are smoke-free and alcohol-free.

Desired Qualifications:

- Experience in building maintenance and repair
- Training in facility management
- Ability to perform cleaning and yard maintenance
- Effective organizational and supervisory skills
- Ability to interact positively with guests and vendors
- Familiarity with camping programs for youth and adults
- Ability to supervise volunteers as well as employees
- Ability to do all paperwork required and keep records

To apply:

Send a cover letter, resume, and references to
James R. Huffman
1372 Majestic Woods Drive
Grand Island, NY 14072

Also email digital versions of these documents to jrhuffman@roadrunner.com

Deadline for applications is February 28, 2019.