

Camp Touchet

Camp Steward Job Description

November 2019

INTRODUCTION

The Columbia Basin Baptist Association's Camp Touchet Camp Steward is the overseer of our camp program. The term "Steward" is descriptive of the job in that this person manages the ministry asset of Camp Touchet for the owners; the CBBA and ultimately God, with the goal of maximizing the effectiveness of the camp ministry.

The Camp Steward is the "Public Face" of Camp Touchet. He or She is responsible for all camp operations, campus maintenance and improvements, and guest hosting activities, using good ministry and business practices. The Camp Steward also is responsible for camp promotion and communications.

ACCOUNTABILITY

The Camp Steward reports directly to the CBBA Camp Team Lead and is accountable to the CBBA Administrative Committee and Executive Board of the Columbia Basin Baptist Association. He or She will work closely with the CBBA Camp Team and CBBA Ministry Assistant, providing frequent regular communication and taking part in discussions and decisions. A Camp Steward's Report is prepared and presented to the CBBA Camp Team, Executive Board, and CBBA Annual Meeting. A job performance evaluation will be completed with the CBBA Camp Team Lead annually.

RESPONSIBILITIES

1. Camp Hosting
 - a. Work with the CBBA Ministry Assistant to coordinate camp schedule and camp user communications.
 - b. Ensure that the camp is prepared, supplied, and welcoming to users on arrival.
 - c. Provide guest orientation and review of expectations.
 - d. Keep regular communication with camp guests during their stay, ensuring a good camp use experience.
 - e. Provide guest check out and review. Communicate pertinent notes to CBBA Ministry Assistant for billing and documentation purposes.
2. Campus Management & Maintenance
 - a. Maintain the developed grounds of the camp to present a well-groomed and attractive campus. This will include but not be limited to mowing, weeding, trimming, irrigation, debris removal, snow removal, etc.
 - b. Maintain buildings to present a well-kept and attractive campus. This will include but not be limited to cleaning, painting, windows, lighting, clutter removal, organization, water & electrical systems, security systems, pest control, etc.
 - c. Monitor undeveloped camp property for maintenance issues including but not limited to downed trees, invasive weeds, animal damage, trespass, debris, etc.

- d. Schedule and coordinate volunteer camp work projects. Work with the CBBA Camp Team to identify and resource camp maintenance and improvement projects which can be accomplished with volunteer labor, overseeing and managing the projects.
 - e. Note that much of the work listed above will be done by the Camp Steward. Repair, maintenance, and improvement projects which require hired or contracted work will be overseen by the Camp Steward.
 - f. Work with the CBBA Camp Team to develop and follow a working budget which encompasses the ministry of Camp Touchet.
3. Campus Improvements
- a. Keep an overall forward-looking view of camp ministries, working with the Camp Team to improve existing ministries and create new ministry opportunities at Camp Touchet.
 - b. Work with the Camp Team to develop campus improvements. These may include but not be limited to refurbishing or remodeling of current features and development of new features.
 - c. Work with the CBBA Camp Team to develop funding and cost schedules for camp improvements.
4. Camp Touchet Promotion
- a. The Camp Steward will be a “voice” and “face” of Camp Touchet representing the camp to churches and other organizations/groups throughout the Northwest.
 - b. Be responsible for communication with churches and groups through written communication, speaking engagements, displays, website, and social media, etc.
 - c. Work with the CBBA Camp Team to actively promote Camp Touchet use, projects, and support.

To Apply

Please submit resume to office@columbiabasinbaptist.net. Please include at least three references.

For more about Camp Touchet go to <http://www.columbiabasinbaptist.org/camp-touchet/>

