



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## McGaw YMCA In Evanston Camp Echo Job Description

**TITLE:** Property Manager  
**REPORTS TO:** Facility Director  
**SUPERVISES:** Maintenance Staff

### SPECIFIC DUTIES

- Oversees all aspects of the camp property, including conservation, landscaping and road grading.
- Maintains all ownership records, licenses, and registrations for camp vehicles.
- Takes a major role in the planning and implementation of new construction.
- Oversees the care and upkeep of the camp trails, campsites, and beachfront. **(ACA SF-10)**
- Conducts an annual inspection of the camp's electric, plumbing, and septic systems, and fire extinguishers. **(ACA SF-6)**
- Conducts an annual inspection of the camp's fire extinguishers. **(ACA SF-12)**
- Maintains good relationships with our neighbors on the lake and in Fremont.
- Posts signs on the property lines and entrances and keeps an eye out for trespassers.
- Conducts a periodic review of security concerns of the site and recommends changes to the Camp Director. **(ACA OM-6)**
- Organizes and runs the pre-camp and post-camp work weekends.
- Supervises and facilitates the unloading and loading of luggage on the camper buses each session.
- Schedules the maintenance and repair of all buildings, fences, sheds, platforms, and equipment. **(ACA SF-7)**
- Schedules the cleaning of all buildings and bathhouses, garbage collection, and garbage disposal. **(ACA SF-10)**
- Supervises the Recycling Manager and oversees the implementation of the Recycling Program.
- Supervises the Wrangler and oversees the horses, barn, and pasture.
- Trains and verifies the safe driving habits of drivers of vans, ski boats, the pontoon boat, and on-camp vehicles.
- Ensures the cleanliness, logs, and maintenance records of vans after each use. **(ACA SF-10)**
- Ensures the cleanliness of staff living quarters when staff members move out.
- Responsible for program area maintenance and upkeep, through Area Heads in charge of program areas. **(ACA SF-10)**
- Oversees the implementation of the "Burning Triangle" at the end of each session and family camp program.
- Participates in the camp program, particularly during Family Camp, as time permits.
- Evaluates the members of the "junior staff" who are assigned to "maintenance" each session.
- Helps create, design, and implement real construction projects that involve teen campers.
- Assists the Camp Director in updating the Camp Echo Asset List on an annual basis.

### ADDITIONAL DUTIES

- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all campers.
- Aids in the development and education of LITs and CITs
- Cares for and maintains equipment, supplies and property of camp
- Maintains positive relationships with campers, parents and other staff
- Encourages physical, emotional and spiritual growth and positive character development in all campers
- Works to increase his or her own cultural competence and helps to create an environment that values diversity
- Prepared to do anything else deemed necessary by the Camp Director.

### QUALIFICATIONS

- Age 25 or older; college graduate preferred
- Have a wide variety of mechanical, electrical, plumbing, and carpentry skills and experience
- Highly organized
- Able to manage college-age and high school-age staff effectively
- Certified in CPR and First Aid
- Leadership ability and teamwork oriented
- A commitment to working with a diverse staff and camper population for the fulfillment of YMCA goals