



## *Grounds* JOB OVERVIEW

The grounds crew are responsible for maintaining the camp grounds and assisting with building projects. There is a significant amount of physical labor involved in this job.

### MINIMUM QUALIFICATIONS

- minimum age of 18 years
- previous experience in gardening and weeding, background in landscaping, grass mowing, etc.
- self starter with the ability to work independently as well as the ability to accept supervision and work with others
- previous experience in landscaping and grounds work
- previous experience maintaining and operating mechanical equipment (tractors, lawn care equipment)

### ESSENTIAL FUNCTIONS

- physical ability to lift, load, unload, clean, stock, move, etc.
- ability to use tools and grounds products in a safe and judicious manner
- ability to recognize and maintain grounds and facilities to reduce the risk of danger or injury to campers and staff
- ability to safely operate tractors, mowers, power tools, etc.

### GENERAL RESPONSIBILITIES

- cleanliness and general overall appearance of camp grounds and facilities
- pick up litter daily around camp grounds
- care of flower beds, weeding, seeding, planting, fertilizing, watering, cutting, pruning, etc.
- general landscaping and grounds maintenance; trimming, care of flower beds, weeding, seeding, planting, fertilizing, mowing, blowing, raking, cutting, pruning, tree and limb removal, etc.
- alert grounds manager of potential facility hazards and/or safety concerns
- assist with check-in/out preparations
- complete projects as assigned by directors and site and grounds managers
- conduct guard house, canteen, and evening and night patrol duties
- cleanup of shop and work sheds daily/weekly
- maintain equipment; tools, mowers, trimmers, supplies, etc.
- assist with maintenance of mountain biking trails
- feed and care of camp animals
- water summer potted plants and hanging baskets daily
- water flower beds when necessary
- maintain parking lots and driveways
- clean and sanitize facilities as necessary
- move equipment as necessary and assist with the various sport setups
- maintain fieldhouse and all sports indoor playing surfaces during inclement weather
- prepare and actively participate in staff training meetings and supervisory conferences
- yolk rake parking lots, beach areas, and baseball diamonds

Keep in mind these are not the only jobs, duties and functions of this position. Some duties, jobs and functions may be added or reassigned as necessary. This position is dynamic.

### HOURS

Grounds staff have one day off per week on either Friday from 12:00 noon to Saturday at 11:30 am, or Saturday at 11:30 am until Sunday at 11:00 am. There is a 12:00 am curfew with the exception of your day off.

# Grounds JOB OVERVIEW

## GENERAL RULES

Grounds staff are responsible to the camp owners, camp directors, and grounds and site managers. All staff members are expected to abide by all policies and procedures with a positive attitude and to assist in enforcing said policies. Potential staff members should understand that campers' needs for health, safety, and happiness come first. It is the staff's responsibility to provide a positive learning experience in a safe and clean environment so that campers feel good about themselves and their accomplishments.

1. Illegal drugs, weapons, alcohol and smoking on camp grounds are strictly forbidden. Abuse of this policy is grounds for immediate dismissal.
2. Cell phones and internet enabled devices may only be utilized during non-work hours and in designated areas. Abuse of this policy shall lead to confiscation of said items. All staff must have their personal social media pages set to private.
3. Staff fraternization with campers and CIT's is strictly forbidden and is grounds for immediate dismissal. Furthermore, directors are not permitted to fraternize with their immediate staff members.
4. Coed visitation is strictly forbidden in restricted areas and is grounds for immediate dismissal.
5. Appropriate dress is required.
6. Follow and comply with all rules, regulations, policies and procedures outlined in the ISTC staff handbook.