



Dear Applicant,

Thank you for applying to be part of the Camp Fire USA, Northwest Ohio Council, team as the Property Manager. Camp Fire USA and Camp Glen are committed to providing space and resources that will help develop today's youth into tomorrow's leaders. Our facilities are a key part of what we do and vital to the growth of our organization. To find out more about Camp Fire USA and Camp Glen, please visit our web sites [www.campglen.com](http://www.campglen.com), [www.campfireusa-nw ohio.com](http://www.campfireusa-nw ohio.com) and our national organizations web site [www.campfireusa.org](http://www.campfireusa.org)

Included in this packet are: the application, reference forms (to be filled out by your references), the position description, and a sample project proposal.

Please fill out all of the information on the application; you may attach your resume if you like. Also please take some time to complete the Sample Project Proposal based on the information in the document. State law requires that all employees of a camp must complete a fingerprint background check. This must be completed and verified before employment can be offered.

We will accept application through September 5, 2008 at which time we will make our selections and invite those selected to interview at Camp Glen on a mutually agreeable date.

If you have questions about any part of the application process please contact me at any time.

In Service,

Chris Lewis  
Director, Camp Glen  
Camp Fire USA, Northwest Ohio Council



## POSITION DESCRIPTION

**Position: Property Manager**

**Reports to: Camp Director**

**Purpose:** This position provides management of and performance of the maintenance of a 138 - acre facility with an infrastructure of 20 buildings water, sewage, HVAC and electrical systems and all equipment associated with the various programs provided by the facility. The incumbent, in conjunction with the Camp Director, will be responsible for the development and management of an annual budget and the supervision of seasonal maintenance staff and volunteer work groups. All buildings and the grounds are to be maintained at level consistent with the standards set forth by the American Camp Association and the Ohio Department of Health. The incumbent will also provide hospitality services in the Camp Director's absence.

In addition to the Camp Glen property the Facility Manager will also be responsible for regular maintenance and preventative maintenance for the Findlay Ohio properties of Camp Fire USA, Northwest Ohio Council.

### **Qualifications:**

- Associate degree or completed apprenticeship in maintenance or building trades or equivalent preferred
- Minimum of three years of previous experience in camp maintenance or large facility maintenance
- Exceptional skills in electrical, plumbing, carpentry and general maintenance
- Welcoming spirit of hospitality and drive for creating an excellent experience for our guests
- Ability to establish priorities and complete projects in a timely fashion
- Ability to manage an annual budget
- Ability to work well with a variety of people
- Ability to live on site
- Current drivers license with a clean driving record

**FLSA Status:** Exempt

### **Specific Requirements:**

#### **Facility Maintenance**

- Develop and maintain a schedule for checking the physical plant and equipment for safety, cleanliness, and good repair
- Ensure safety in all areas of the property

- Maintain buildings, structures and grounds
- Perform preventative maintenance on all vehicles
- Monitor utilities; water, propane, oil, septic and electric; tracking usage and preparing reports of usage
- Maintain all equipment and tools keeping them in good repair
- Recommend the repair and replacement of equipment as needed
- Keep all storage areas clean and well organized
- Maintain records of all systems and work completed around the property
- Assure that the Camp Glen facility is operated in compliance with all Health and Safety Regulations and in compliance with the applicable standards of The American Camp Association

### **Physical Requirements**

- Ability to understand and implement safety regulations and procedures
- Ability to communicate procedures and regulations to staff and guests
- Ability , both visual and auditory, to identify and respond to safety and environmental hazards and inform campers, staff and guests
- Ability to lift a minimum of 50 pounds
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more)
- Ability to safely and properly use power tools and equipment
- Ability to safely drive cars, light trucks, tractors and other motorized vehicles
- Willing to live in a camp setting and work irregular hours.

### **Administration and Supervision**

- Provide necessary hospitality services in the Camp Director's absence.
- Manage an annual budget for maintenance of the facility
- Maintain an accurate inventory of all supplies and equipment
- In conjunction with the Camp Director, provide supervision for seasonal maintenance staff to assist in maintaining the facility.
- Provide supervision and leadership for volunteer work groups.

### **Probation and Evaluation:**

This position, at the time of hire, will have an initial six- month probationary period. An initial 30, 60 and 90 day performance evaluation will be done, followed by an annual performance evaluation done on or about the anniversary of the incumbent's date of hire. In accordance with Camp Fire USA, Northwest Ohio Council policy, this is at will employment based on ongoing performance evaluation and program budget.

### **Schedule:**

Flexible: Weekend work will be required. Spring and summertime hours will increase to full time with fewer hours required in the fall, and winter. The position requires a minimum of 25 hours per week during the off season, with hours increasing as needed.

## DISCLOSURE

As part of our hiring background and investigation, we may obtain consumer reports or prepare an investigative consumer report. The investigative consumer report may consist of contacting all listed prior employers to verify your employment history. It may also include, but not be limited to, credit information reports, criminal history reports and driving history records. Under the provisions of the Fair Credit Reporting Act (15 USC at 1681-1681u) as amended, before we can seek such reports we must have your written permission to obtain the information. You have the right, upon written request, to a complete and accurate disclosure of the nature and scope of the investigation. You are also entitled to a copy of your Rights Under the Fair Credit Reporting Act.

*Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.*

### **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identify theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:**

<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051





## Property Manager Application Sample Project Proposal

As part of the application process for the Property Manager position for Camp Fire USA and Camp Glen we would like for you to demonstrate your ability to plan a larger project. Attached is a project proposal worksheet. Please complete the worksheet for the following project:

During a recent American Camp Association Accreditation visit Chris saw a nice archery target stands that he would like built at camp. (see photo below for sample) These target stands house 4 bales of straw for the target back and have a roof covering the straw to help keep it dry. They measured about 3' X 3' X 8' and were set permanently on 4X4 treated posts with the bales sitting off the ground about 10" on a platform. These need to be an attractive element to the archery range as it is a very visible part of our program.

We would need at least 4 targets in order to rotate groups of 8 – 12 kids through archery at one time. It would also be nice to have targets posted at a variety of distances to offer a challenge to more experienced archers.



