



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## McGaw YMCA In Evanston Camp Echo Job Description

**TITLE:** Assistant Property Manager  
**REPORTS TO:** Property Manager  
**SUPERVISES:** Maintenance Staff

### SPECIFIC DUTIES

- Takes a major role in the planning and implementation of new construction.
- Assists with the care and upkeep of the camp trails, campsites, and beachfront.
- Assists with the annual inspection of the camp's electric, plumbing, and septic system
- Maintains good relationships with our neighbors on the lake and in Fremont.
- Assists with organizing and running the pre-camp and post-camp work weekends.
- Assists with the unloading and loading of luggage on the camper buses each session.
- Implements the maintenance and repair of all buildings, fences, sheds, platforms, and equipment.
- Implements all garbage collection and disposal.
- Implements the cleaning of all buildings and bathhouses.
- Assists in ensuring the cleanliness, logs, and maintenance records of vans after each use.
- Assists in ensuring the cleanliness of staff living quarters when staff members move out.
- Assists with program area maintenance and upkeep, through the Area Heads in charge the program areas.
- Assists with the 4th of July fireworks celebration.
- Assists with 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.

### ADDITIONAL DUTIES

- Maintains the cleanliness of the living space to which he or she is assigned.
- 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
- Experience with carpentry or similar maintenance skills
- Certified in CPR, First Aid and preferably Lifeguard
- Leadership ability and teamwork oriented
- Possess a variety of skills and camping experience
- A commitment to working with a diverse staff and camper population for the fulfillment of YMCA goals