



Operations Specialist

Essential duties:

1. Clean and help maintain camp facilities as directed, including sweeping, mopping, washing, tidying, etc.
2. Assist with catering, dishwashing, set-up and take down of furniture.
3. Assist with occasional grounds work.
4. Properly execute, report, and communicate Camp Turner and OLV Charities emergency procedures, incident and accident reporting, and safety guidelines.
5. Discharge assigned duties according to policies, procedures, standards, guidelines, and requirements set forth by Camp Turner, OLV Charities, the American Camp Association (ACA), New York State (NYS), and local Department of Health (DOH) pertaining to overnight operation of children's camps.
6. Health and Safety
Help keep the facility safe for guests. Help guests feel safe.
Implement all health protocols as needed.
7. Programming: Occasionally facilitate programs for campers, facilitate use of program supplies.
8. Driving: Drive camp vehicles for errands, dump runs, mail runs, and other needs.
9. Sell firewood or other items to guests.
10. Collect paperwork or payments from guests.
11. Other duties as assigned.

Qualifications, Experience, and Education:

1. Cleaning experience preferred.
2. Valid driver's license required.
3. Compliance with child safe environment policies and training required.

WORK SCHEDULE:

Summer camp season: Saturday 7 hours any time during the day; and flexible during the week for approximately 5 hours

Off season flexible hours: approximately 8-10 hours/week based on rentals

Pay Range: \$17-\$19/hour, based on skills and experience

PHYSICAL REQUIREMENTS OF THE POSITION:

Able to successfully perform the essential duties, responsibilities, and job functions with or without reasonable accommodation(s) as described by the physical demands & work environment listed.

1. Ability to walk over uneven natural terrain, and be on your feet for the entire shift
2. Ability to occasionally lift at 20 lbs. for normal work activity.
3. Potential repetitive use of hands and feet at times with grasping and fine dexterity ability.

Email resume and cover letter to: olvc-careers@olvcharities.org

Or send cover letter with resume to:

OLV Charities
Human Resources Department
780 Ridge Road
Lackawanna, NY 14218