

# Chosen Valley Camp Trust

## POSITION DESCRIPTION

### ROLE TITLE:

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- **Operations Manager**

### PURPOSE

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- To fulfil the objectives of Chosen Valley Camp Trust which are:
  - to provide children with the opportunity to be introduced to the Kingdom of God and to find a Saviour in Jesus Christ.
  - to raise up young people who will be leaders in the Kingdom of God.
  - to do this by our love, our teaching and modelling what Christian leadership looks like. We are committed to being examples. "Follow me as I follow Christ".

### TASKS & RESPONSIBILITIES

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#### MAINTENANCE

- Maintain grounds
- Maintain facilities
- Manage specialist contractors
- Supervise all maintenance volunteers
- Assist with construction projects

#### HOSTING

- Show prospective guests through the camp
- Ensure that camp is always ready and welcoming to guests
- Welcome guests and introduce them to camp
- Be familiar with all camp systems and facilities in order to provide training and guidance to guests as required

#### GENERAL

- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace
- Prioritise workload to ensure work of the greatest importance to the organisation is undertaken to a high standard
- Undertake all duties and responsibilities outlined in this Job Description and all other duties as required by the business from time to time
- Promptly undertake to complete all reasonable and lawful instructions and directions given by the Board of Trustees
- Serve the Chosen Valley Camp Trust in good faith, promoting and protecting the Trust's best interests
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfilment of the duties, responsibilities, obligations and instructions related to employment

### EXPERIENCE & EDUCATION

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- Easy relatability to people

- Great communication skills
- Relevant caretaking or maintenance experience