



Community of Christ

Onset Campgrounds Position Description

Date	January 2023
Title	Groundskeeper
Education Requirements	High school or equivalent; Technical training/certification in landscaping (Preferred)
Experience Required/Desired	One (1) year of Landscaping/Groundskeeping experience (Preferred)
Immediate Supervisor	Board-Designated Operations Manager
Employment Status	<input type="checkbox"/> Full Time (40 hours per week) <input type="checkbox"/> Part Time (20 hours or more per week) <i>List hours per week: 24 hours per week</i> <input checked="" type="checkbox"/> Part Time (under 20 hours per week) The Groundskeeper has authority to set his or her own schedule, as long as all grounds are maintained as expected.

Summary of Position <i>(3-4 sentences describing the position in general terms)</i>	The Onset Campgrounds Groundskeeper is responsible for maintaining the common green and undeveloped spaces of the campgrounds which include: 1) a ballfield; 2) a playground, 3) a beach (“The Point”); 4) a meditation garden (“Serenity Park”); 5) campsites; 6) the “backlot”; and 7) flower beds at the entrance, and in front of the Retreat Center and Youth Chapel.
Essential Functions <i>(List as many specific responsibilities and duties as required, with a minimum of 5.)</i>	<ul style="list-style-type: none"> • Regularly mow ballfield and other green spaces throughout the growing season season. • Each spring, rake out the playground and Serenity Garden. Coordinate with Work Weekend organized by the Operations Committee on this task. • Each May-June, rake beach, assess sand; follow procedures for getting approval/permission to grade and/or add sand. • During the growing season, treat flower beds with fertilizer, pesticides, and add mulch, as needed. • After trees are cut down, clean up, split, and gather wood, so those on campgrounds who burn wood can come pick it up • Regularly monitor and maintain the undeveloped backlot, pulling out and hauling away debris, cutting down shrubs and trees, mowing grass. Work with Supervisor to arrange volunteer days to take on big backlot clean-outs • Talk to Supervisor when groundskeeping work is beyond the capacity of one person and/or available equipment about contracting with local professionals

	<ul style="list-style-type: none"> • In the spring of each year, walk grounds with Operations Manager and Beautification Committee Chair to identify projects for Work Weekend/Work Days. • Coordinate with Beautification Committee on projects as needed. • Report monthly to the Supervisor on work performed and work needed. • Coordinate with the Operations Manager concerning large projects not in the normal maintenance routine. • Respond to emergency situations, including helping to move fallen tree limbs after storms • Report hours weekly to the Operations Manager
Competencies/Skills <i>(List knowledge, skills and abilities necessary to perform job, including physical demands, with a minimum of 5 required and 3-5 desired)</i>	<ul style="list-style-type: none"> • Basic understanding of groundskeeping and groundskeeping equipment, including a rider mower, chain saw, and towing trailer for hauling debris. • Ability to work independently while also being willing to take direction and follow through as directed when needed. • Positive attitude. • Self-motivated and willing to step in and help wherever necessary. • Manual dexterity. Frequent bending, stooping, squatting, crawling, and climbing activities. Lifting and carrying of bulky or heavy items required.
Supervisory Responsibility	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please say how many staff and what positions are being supervised.
Other Duties	Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Other duties, responsibilities and activities may be assigned when necessary.
Registered Youth Worker/Anti-Harassment Training	Employee is required to be a registered youth worker with Community of Christ or be able to register within 30 days of hire date. Anti-harassment training will also be required within 30 days of hire and then required annually.
Pay Rate <i>(To be filled out by Human Resource Ministries)</i>	Click here to enter text.
Ministerial Status <i>(to be determined by Human Resource Ministries)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Overtime Status <i>(to be determined by Human Resource Ministries)</i>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt

This job description is approved by the following:

Printed Name	Signature	Date
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Community of Christ

Mission Center President		
Mission Center Financial Officer		
Immediate Supervisor (if different)		
<i>Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.</i>		
Employee		