Title: Groundskeeper  
Status: Full time  
Department: Site and Facilities  
Reports to: Site and Facilities Coordinator

For nearly 25 years, Camp Twin Lakes (CTL) has provided life-changing camp experiences to thousands of Georgia’s children with serious illnesses, disabilities, and other life challenges. Camp Twin Lakes provides week-long summer camps and year-round weekend retreats at three fully-accessible and medically-supportive campsites, day camps, and through hospital-based Camp-To-Go programs. Camp Twin Lakes collaborates with nearly 60 different nonprofit organizations, each serving a different population, to create customized programs that teach campers to overcome obstacles and grow in their confidence and capabilities. For more information, please visit our website at [www.camptwinlakes.org](http://www.camptwinlakes.org).

Summary:  
The Groundskeeper’s primary responsibilities will include maintaining and enhancing the grounds of camp to provide a safe and enjoyable camp experience for our campers, visitors and staff.

Essential Duties and Responsibilities:
Responsibilities include the following and other duties may be assigned as needed:

- Performs tasks common to the care of grounds and landscapes, including seeding, watering, mulching, fertilizing and applying chemicals to outside plantings, as well as, inside flowers and cuttings used in transplanting; inspect plant materials for insects, disease, physical and mechanical damage and identify replacements; transplanting, pruning, trimming, cultivating trees, shrubs, ground cover and flowers; storing and caring for bulbs in the winter.

- Perform regular and directed grounds and landscape maintenance by mowing lawns with riding or push mowers; trimming and edging around trees, shrubs, ground covers, flowers, sidewalks and buildings; weeding, thinning and cleaning flower beds and other grounds by hand or utilizing proper tools and equipment; setting up, adjusting, repairing and cleaning irrigation systems.

- Provides a record of grounds watering and chemical spraying by keeping daily logs of areas watered and duration of watering, application of chemicals, including areas treated, amount and type of chemicals used, substances treated and reason, wind speed and direction at time of treatment.

- Performs campus wide general maintenance and repairs by installing, removing and maintaining landscape lighting, signs, cables, chains, barricades, gates, bicycle racks, posts, fences and rock walls; repairing streets, parking lots, athletic fields, tennis courts, track and omni turf as applicable.

- Removes trash and debris from public areas by regularly inspecting grounds, drains, manhole covers, etc. and raking, sweeping and bagging of leaves, debris, dirt and trash; removal of trash to a designated central collection point on a daily basis.

- Reduces the likelihood for the spread of diseases and unsightly appearance of trash receptacles in public areas by emptying, cleaning and disinfecting receptacles on a regular basis, and removing, repairing and installing trash receptacles on camp property on an as needed basis.
• Prepares outdoor locations for use by visitors, vendors and the public as needed by campus operations and, if applicable, painting and marking athletic fields, moving bleachers and seating and erecting portable goals or other athletic equipment.

• Applies chemicals used in groundskeeping (horticulture, turf management and floriculture) properly and safely by wearing prescribed protective clothing, masks and/or rubber gloves and boots, following either written or verbal directions for mixing chemical compounds according to specifications; applying the chemicals properly on grounds and landscapes designated for their use, and disposing of residual chemical products as directed or storing and labeling them for future use.

• Safely operates light vehicles such as pick-up trucks, tractors, street sweepers or riding mowers, portable power tools and equipment such as saws, grass trimmers, snow/leaf blowers, sprayers, paint machines and other groundskeeping equipment by obeying applicable traffic laws and following operator instructions, and wearing appropriate safety items such as goggles, gloves or other appropriate protective clothing.

• Ensures that grounds maintenance equipment and building maintenance equipment are operational by performing routine and preventative maintenance and cleaning of tools, equipment and machines within reasonable capabilities.

• Replaces and disposes of light bulbs in interior building settings using ladders, lifts or other tools.

• Performs painting work in the preparation, patching, finishing and maintaining of building structures, walls, woodwork, furniture and equipment.

• Performs custodial services following established procedures and guidelines in buildings, offices, restrooms, etc. including their furnishings, using manual tools and powered machines.

• Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.

• Contributes to the overall success of the camp by performing all other related duties as assigned.

Essential Functions:

• Must be able to use equipment and tools, drive safely around property, observe what needs to be done, communicate with staff, have physical strength to lift, dig, load, unload, mop, and repair items and equipment. Periodic weekend work is a must.

Please send a resume and cover letter to careers@camptwinlakes.org