

**TITLE:** Facilities Manager

**RESPONSIBLE TO:** Executive Director

**QUALIFICATIONS:**

1. Personally committed to Christ, and can support a Mennonite/Anabaptist perspective.
2. Passionate about furthering the Mission of Camp Camrec.
3. Broad maintenance skills in the areas of buildings, grounds, vehicle and equipment maintenance, and snow removal.
4. Able to relate to a wide variety of ages and people.
5. Good communication skills, and able to make people feel welcome and comfortable.
6. Flexible to the ebb and flow of a camp operation, appreciation for both large groups of people and solitude.
7. Hard worker, energetic motivator, and self-starter.
8. Demonstrates love for the natural environment and committed to practical forest management.
9. Good physical, mental and spiritual health, and is able to lift 50 lbs., bend, stretch, stand for extended periods of time, climb stairs, etc.

**RESPONSIBILITIES:** To further the mission of the camp through overseeing facilities and grounds care and assisting with hosting at Camp Camrec, including but not limited to maintenance and upkeep of facilities, grounds, and equipment with focus on safety and care for the natural environment. Share hosting responsibilities and coordinate with programs and events planned at Camrec.

**1. Maintenance**

- a. Provide routine maintenance and repairs of the camp facilities, grounds, roads, trails, vehicles and equipment keeping in mind seasonal changes (winterizing, fire season prep, etc.), assigning priorities to them always giving safety highest priority. Carry out these needs according to priority providing skills, time, and money is available.
- b. Operate vehicles and equipment to manage the grounds in such a way to be both safe, attractive, and in keeping with sound ecology.
- c. Keep up general appearance and cleanliness of the buildings. Assure that buildings are at all times in compliance with safety regulations (Fire and Life Safety Occupancy Permit, etc.).
- d. Maintain water and sewer systems according to Washington State Department of Health drinking water regulations and Department of Ecology regulations including, but not limited to, maintaining the septic pump, water sampling and preparing the water system for winter.
- e. Ensure timely snow removal – maintain road, cabin and pathway access for groups for winter camps; maintain permit from U.S. Forest Service for road plowing.
- f. Maintain appropriate and attractive signage around camp.
- g. Routinely update list of replacement needs for all equipment and facilities.
- h. Create and maintain a facility manual that includes details and information on the entire facility.

**2. Housekeeping**

- a. Oversee housekeeping including updating the cleaning process as needed. Routine cleaning responsibilities will be shared among staff.
- b. Monitor and purchase camp supplies including, but not limited to, paper supplies, cleaning products, office supplies, etc.
- c. Carry out composting, recycling, and disposal of garbage; haul dumpster to main road as needed.

**3. Hosting Responsibilities**

- a. Share the responsibility of hosting rental groups with other camp staff. Hosting involves welcoming and orienting rental groups to camp facilities, cleaning procedures, rules and expectations, and collecting fees. This will involve weekend work.
- b. Be available to answer questions and manage any issues that arise throughout the groups' stay.
- c. Inspect and assist with cleaning of buildings and grounds as needed.
- d. Check for any damage and make repairs as needed following camp use.

- e. Close down/lock up camp as needed after campers/renters leave.
- f. Prepare camp facilities for next group.
- g. Collaborate with Executive Director and Program Director with planning camp activities and implementing new projects and plans.
- h. Obtain CDL license, as needed, to transport campers as needed by bus to and from day trips.

**4. Administrative**

- a. Keep all receipts and submit to Executive Director for bookkeeping.
- b. Consult as needed with the Maintenance Committee to maintain schedule of and prepare budgets to submit to the Executive Director for major projects or anticipated expenditures.
- c. Operate within approved budget in concert with Executive Director.
- d. Submit required reports to Executive Director for Board meetings.

**5. General**

- a. Maintain positive communication with camp neighbors.
- b. Attend WMF events and promote the mission of the camp.
- c. Attend scheduled annual meetings.
- d. Recruit and assist in supervising short and long term volunteers. Assist in coordinating workdays.
- e. Communicate with the Executive Director and other staff on a regular basis including voicing ideas and suggestions for improvement of Camrec, as well as needed assistance with grounds, facilities, and equipment upkeep.
- f. Perform other duties as assigned by the Executive Director.
- g. Work to foster a culture of collaboration, support, empowerment, creativity, and integrity.

**LIMITED AUTHORITY:** Full authority is given to carry out the above tasks except for the following limits:

- 1. Must have permission of the Executive Director for any expenditures over \$200.00.
- 2. Consult with Executive Director about job priorities as relates to annual goals.

**STARTING SALARY:** \$19,125 per year for .75 FTE

**BENEFITS:** on-site housing and shared garage is available (includes utilities, garbage, phone, internet, appliances)