

Bethany Birches Camp Job Description

Position: Facilities Manager

Job Type: part-time, year-round, exempt, hourly. Goal is more than half-time hours.

Location: On site at camp

Reports to: Executive or Facilities Director

Direct Reports: Seasonal staff, facilities volunteers, facilities contractors

Position Purpose:

The Facilities Manager is primarily responsible to help ensure that campers and guests have a positive and safe experience through the maintenance, upkeep, and enhancement of Bethany Birches' buildings, grounds, vehicles, and equipment.

Essential Job Functions:

- Conducts or coordinates mowing, tree-trimming, forest management, snow removal, trash disposal, repair and maintenance of walkways, program facilities (climbing, challenge course), and more.
- Coordinates and prepares maintenance on all buildings.
- Stores equipment safely and follows maintenance schedules for machines.
- Oversee buildings, systems, vehicle, and equipment inspections & registration.
- Oversee interior and exterior renovations and enhancements in consultation with the Executive Director and/or designate.
- Supervise part-time and seasonal maintenance and renovation staff and volunteer teams.
- Inventories and purchases cleaning supplies, fuel, safety equipment.
- Test and organize AV equipment recommending new purchases as needed.
- Supervise and complete firewood processing. Retrieves wood and loads the boiler.
- Cleans or hires cleaners between camp and guest groups.

Knowledge, Skills, and Abilities:

- Knowledge, passion, and affirmation of Bethany Birches Camp's [mission](#), purpose, and core values.
- Knowledge (or willingness to learn) in areas of construction, groundskeeping, water and sewage treatment, vehicle and machinery operation. Training is available.
- Skill (or willingness to learn) in the safe and proper use of power equipment and tools.
- Skill in coordinating resources of volunteer and staff time, experience, expertise.
- Skill with land stewardship, trail maintenance, forestry.
- Skill with written and verbal communication, including experience with computer operation.
- Ability to embody and help accomplish the camp's mission.
- Ability to work outdoors in all seasons.
- Ability to live within a reasonable commute.
- Ability to self-motivate and able to respond positively to direction & requests.
- Ability to communicate relevant and important information to team members.
- Ability to anticipate operational needs (once living through, and learning the camp year cycle).
- Ability to organize daily activities of self and others and to work as a team player.

Education and Experience:

- High school diploma or GED required
- Bachelor's degree strongly preferred
- 3-5 years of experience in related fields (construction, trades, mechanic, landscape, etc.)
- Experience coordinating, supervising, and communicating

Physical Requirements	Percentage of Work Time Spent on Activity			
	0-24	25-49	50-74	75-100
<i>Seeing</i> : must be able to see well enough to read reports, and file a chainsaw chain.				x
<i>Hearing</i> : must be able to hear well enough to communicate with campers, vendors, staff, and volunteers.				x
<i>Standing/Walking</i> : must be able to move about uneven, steep, wet, varied terrain.			x	
<i>Climbing/stooping/kneeling</i> : must be able to stoop or kneel to pick up items, or lay under equipment.	x			
<i>Lifting/pulling/pushing</i> : must be able to lift up to 50 pounds.	x			
<i>Fingering/grasping/feeling</i> : must be able to type and use technical sources, wield tools, hold items for a long time.			x	

Wage and benefit package summary

The starting wage is \$20/hour and is negotiable higher if exceeding minimum job expectations and experience or lower if little to no experience. Though not eligible for full time benefits, The Facilities Manager is provided meals for themselves and their family whenever we are serving guests and they are on duty. Off season scheduling is flexible. You may purchase discounted health insurance for yourself. The camp also matches 3% of your pay to a SIMPLE IRA plan or helps with student debt repayment. There are other minor benefits including access to a Killington Season Pass.