

# Bethany Birches Camp Job Description

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**Position:** Core Management Team: Facilities Focus

**Job Type:** Full-time, year-round, exempt, salaried.

**Location:** On site at camp

**Reports to:** Executive Director

**Direct Reports:** Seasonal staff, facilities volunteers, facilities contractors

## Position Purpose:

**The Core Team** is the leadership team that provides for the camp what is needed to succeed. Each on the core team wears “multiple hats.” Hats change depending on gaps/vacations in the team and time of year.

**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.

**The Goal** is to help young people develop their relationship with God by leveraging our core values of community, nature, and fun.

## 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 maintenance on 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 Facilities 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 arranges cleaning service between camp and guest groups.

## Other Job Duties:

- Research and get estimates for facilities and guest group related annual budgets and projects.
- Assist in the long range planning for the camp, including major site development strategies.
- Attend occasional training/professional conferences and events (e.g. ACA, CCCA), as well as training and certifications needed

## Knowledge, Skills, and Abilities:

- Knowledge, passion, and affirmation for Bethany Birches Camp’s [mission](#), purpose, and core values.
- Knowledge in any of these: engineering, painting, carpentry, electrical wiring and controls, plumbing, construction, groundskeeping, water and sewage treatment, vehicle and machinery operation, including maintenance. Training is available in gaps of knowledge.
- Skill in the safe and proper use of power equipment, tools, and machinery such as tractors.
- 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 on the grounds or nearby and be on call for guests and program needs.
- 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.

- Ability to organize daily activities of self and others and to work as a team player.
- Ability to lift and carry objects weighing 40 pounds or more.

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, etc.)
- Experience coordinating, supervising, and communicating
- Candidates will be considered even if education or experience levels are not met. Adjustments to the salary range may be made to compensate.

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**

Because of the on-call nature of the job, our full-time year-round staff live on the property (or very close to it). Core Team Members are provided lodging on site. At time of writing a 400 sq. ft. 4-season camper is available with a complete kitchen and bathroom (new house construction is in process). We also provide meals for you and your family whenever we are serving campers and guests. The base salary is \$35,000 - \$45,000 and is negotiable higher based on experience (or lower, if desired experience levels are not available). The benefits package starts at 3 weeks vacation per year, plus 5 personal or sick days per year. Off season schedules are flexible. The package also includes health insurance at this time, at no cost to the employee. The camp also matches 3% of your salary to a SIMPLE IRA plan or helps with student loan repayment. There are other minor benefits including half the health insurance deductible credited to your HSA each year and a clothing reimbursement.