



Pathfinder Lodge Camp Vick

Vick and Pathfinder Camp and Conference Ministries
PO Box 559
Manlius, NY 13104

JOB DESCRIPTION

Position: Facilities Manager
Reports To: CEO
Classification: Seasonal

Job Summary

The Facilities Manager will oversee the camp maintenance of camp property including the buildings, groups, and systems. He/she will ensure that the grounds and building maintain a pleasing aesthetic and are conducive to camp programs and general usage. He/she will maintain the operating systems and provide or facilitate needed repairs.

Essential Duties and Responsibilities:

- Work closely with the Camp Director/CEO and Program Director to provide a safe camp environment.
- Oversee the maintenance of camp property.
- Develop and maintain procedures, routines, and practices for the on-site camp operations.
- Manage and supervise the maintenance and housing supports staff.
- Carry out the budget items and business operations as directed by the CEO.
- Write facility reports as directed by the CEO.
- Communicate issues and needed repairs to the CEO, obtaining prior approval for expenses greater than \$100.00.
- Participate in camp activities to the extent necessary for proper awareness and supervisory functioning.
- See that the camp facilities are kept clean and well-maintained.
- Maintain the camp operating systems, such as water, electrical, and plumbing.
- Work to keep the camp facility within the standards and codes of the NYS Department of Health.
- Complete daily visual inspections, checking for potential hazards, making or arranging for any necessary immediate repairs.
- Keep bathrooms clean, stocked, and supplied.
- Facilitate visits from the Health Inspector, Fire Chief, and any other local officials needed to provide certification of operation.
- Maintain a comprehensive inventory of all supplies and equipment.
- Comply with all health-related protocols and procedures as applicable.

Expectations:

- Follow and ensure adherence to VPCCM policies and procedures.
- Support VPCCM's mission of helping each camper take the next step on their spiritual journey with God.
- Live a life that emulates Christ, verbally and behaviorally while on and off site.
- Treat the entirety of the camp community with dignity and respect.
- Attend all scheduled staff meetings and training when required.
- Must be able to work weekdays, weekends, and holidays as needed.
- Perform other assignments/duties as directed.

Special Considerations:

- Occasionally, staffing needs or strategic initiatives require that position descriptions are modified as needed.
- Housing and board are provided for the duration of the camping season, including staff training weeks.
- The individual is familiar with the employee handbook and agrees to its terms and conditions.
- The individual shall represent the mission or teachings of VPCCM.
- The individual shall keep the Program Director informed of all critical issues relating to his/her areas of responsibility.

Qualifications:

- A. At least 21 years of age with a high school diploma or GED.
- B. College degree preferred, related to recreation or facilities management.
- C. Camp experience preferred, but not required.
- D. Experience in general maintenance and repair.
- E. At least two years (can be seasonal) of supervisory experience.
- F. Must have a valid NYS driver's license.
- G. Ability to maintain the mission and vision of VPCCM.
- H. Ability to maintain a character that demonstrates the values and teachings of a Christian ministry.
- I. Demonstrate the ability to relate positively and energetically with staff and campers.
- J. Have the ability to work with people of all ages.
- K. Must have the ability to maintain a non-judgmental attitude in working with customers, clients, campers, and staff.
- L. Thrive in a team-oriented environment; be a team player.
- M. Ability to work in a fast-paced environment and maintain poise under pressure.
- N. Ability to speak, write and understand English in a manner sufficient for effective communication with staff and administration.
- O. Must live on-site during the camping season, from June 1 to September 15.

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the duties of this job. Reasonable accommodation may be made to enable individuals to perform the essential functions of this job.

Physical requirements include good speech, hearing and vision ability, and excellent manual dexterity.

Lifting, pulling, and pushing of materials up to 70 pounds.
Requires bending, squatting, walking, and hiking.
Requires working in an outdoor environment.

Travel:

Limited travel is required

Working Conditions:

The work will take place outdoors, or inside camp buildings that do not have heat or air conditioning.

VPCCM Mission Statement:

To provide a safe environment in which to bring people of all ages into a vital, living relationship with Christ Jesus as Lord and Savior. We will do this by introducing people to Jesus and equipping them to grow spiritually and to minister to their world.

VPCCM Vision Statement:

Introducing people to Jesus and equipping them to grow spiritually and minister to their world.

About VPCCM:

We are first and foremost a Christian Camp and Conference Ministry. We stick to the basics of the Christian Faith, which allows us to minister across lines of theological and doctrinal differences. Our complete statement of faith can be found at <http://www.vpccministries.org/about-us/statement-of-faith/>

All employees recognize that VPCCM is a Christian Ministry and agree that they will do nothing as an employee of VPCCM to undermine its religious mission.

Your signature below indicates that you have read and understand the Job Description and agree to perform the duties as assigned.

(Employee Signature)

(Date)

(Supervisor, CEO)

(Date)