

CAMP BLODGETT
FACILITIES MANAGER
JOB DESCRIPTION



Reports to: Executive Director

Employment Status: Full Time, Exempt, Year-Round

JOB SUMMARY:

In coordination with Director of Operations, the Maintenance Supervisor will:

- Maintain the grounds, buildings, challenge courses, equipment and overall physical plant of the Camp Blodgett property.
- Perform custodial duties, building maintenance, minor repairs and construction.
- Assist in sanitation maintenance, seasonal water shut off/turn on and monitor facilities for safety hazards.
- Perform work with limited supervision.
- Participate in long term planning and site development.
- Supervise temporary summer maintenance workers and volunteer groups.
- This is a year-round position requiring 40 hours per week. Must be available for occasional weekend and evening work as needed.

ESSENTIAL FUNCTIONS:

- Performs upkeep, organization, cleaning and janitorial duties in all camp buildings, grounds maintenance, building repair, maintenance and light construction.
- Monitors for preventative maintenance solutions and necessary repairs, and suggests best approaches with Director of Operations.
- Keeps maintenance spaces neat and orderly, and reports supply orders to Director of Operations.
- Receives deliveries of supplies and organizes storage locations.
- Mows and trims lawn and hedges as assigned and/or assigns duties to seasonal staff.
- Removes snow from roads, sidewalks and entrances to buildings.
- Assists in sanitation maintenance.
- During camp season (June through August), assists in all maintenance support duties as well as cleaning of retreat center between events.
- In off-season (September through May), assists in maintenance of campus and cleaning of retreat center between events.
- Looks for and suggests ways to improve maintenance and maintenance procedures.
- Constantly monitors the environment for safety hazards and reports any deficiencies to Director of Operations.
- Maintains relationships with industry professionals and schedules seasonal and preventative maintenance as needed.
- Maintains (and facilitates as needed) ropes course, rock wall and low ropes courses along with maintaining log of equipment use and upkeep.
- Performs all other duties as requested by the Director of Operations or Executive Director.

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QUALIFICATIONS:

- Must have strong interpersonal communication skills and the ability to appropriately represent the Camp Blodgett brand and mission through positive interactions with youth, volunteers, renters, neighbors, and other visitors to the camp property.
- Must be a self-motivated worker and team player, but also able to work with limited direct supervision after training period is completed.
- Employee will be working around children and must undergo a rigorous background check as prescribed by the state of Michigan's licensing guidelines.
- No physical limitations and able to lift, bend, stoop, climb, and reach.
- Some custodial experience preferred.
- Some carpentry and construction experience preferred.
- Must have reliable transportation.
- Must be available for weekend and evening work as needed.

Applications will be considered on a rolling basis, and interviews will begin immediately. For best consideration, please submit your resume and cover letter to info@campblodgett.org by Wednesday, May 24th, at 5pm.