

**Job Title:** Facilities Coordinator

**Reports to:** Program Director for Silver Lake Camp and Retreat Center

**Department:** Outdoor Ministries

**Salary:** \$ 3400 stipend

**Housing:** Included

**Dates of Contract:** June 16-August 28, 2024

**Position Purpose:**

Along with the Site Manager, oversees the safe operations of the Silver Lake facilities, grounds, and vehicles. Responsible for the supervision and training of staff (4-6 people) on maintenance tasks and repairs to keep camp safe, sanitary, and aesthetically pleasing. Work closely with the Site Manager to accomplish camp improvement projects. Monitor and Contribute to the well-being of the staff community as a member of the Coordinator Team.

**Essential Job Functions:**

1. Keep Site in safe and usable condition
  - ◆ Learn and follow safety instructions/procedures
  - ◆ Watch for areas of risk and, when possible, eliminate or reduce risk
  - ◆ Report any observed safety concerns to the Site Manager
2. Supervise Facilities staff
  - ◆ Plan and implement regular training with all staff members.
  - ◆ Assess staff skills and create plans for improvement.
  - ◆ Schedule staff as needed to meet required project deadlines.
  - ◆ Perform pre, mid, and end of summer evaluations with each team member.
  - ◆ Serve as a role model and mentor to team, other staff, and campers.
3. Landscaping and vehicle maintenance
  - ◆ Weekly mowing, weed whacking, and groundskeeping tasks
  - ◆ Maintaining trails and outdoor program spaces.
  - ◆ Support Garden Program as needed.
  - ◆ Weekly Vehicle routine maintenance and repairs.
4. Buildings and Facilities maintenance
  - ◆ Address Maintenance Request Forms daily.
  - ◆ Implement sustainability practices:
    - Maintain Compost Toilet
    - Assist with water and energy conservation
    - Reduce usage of fossil fuel vehicles
    - Responsible for recycling and trash disposal
5. Serve as a member of the Coordinator Team

- ◆ Represent Facilities team needs and concerns at daily Coordinator Meeting.
- ◆ Monitor and contribute to the well-being of the staff community.
- ◆ Support other Coordinators in their work.
- ◆ Report staff or other program concerns to Program Director.

#### Other Job Duties:

- ◆ Participate enthusiastically in all camp activities, planning and leading those as assigned.
- ◆ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- ◆ Fire building for evening campfires.
- ◆ Assist in the planning of any special events.
- ◆ Other duties as assigned.

#### Relationships:

In addition to their direct Facilities team, the Facilities Coordinator will work directly with the Site Manager to address the on-going maintenance of Silver Lake. The Coordinator will work closely with the Directors to create a healthy staff community and to support the summer camp program. The Coordinator will work in a team with the other Coordinators and will serve as a role model and mentor to the entire staff.

#### Equipment Used:

- ◆ Groundskeeping equipment, including, but not limited to lawnmowers, weedwhackers, chainsaws, woodworking equipment, metal working equipment, and painting equipment.
- ◆ Variety of hand tools and electric tools.
- ◆ Trucks and Cars.

#### Qualifications:

- ◆ Age 21 or older.
- ◆ Experience with site maintenance or groundskeeping.
- ◆ Supervisory Experience.
- ◆ Valid U.S. Driver's License.
- ◆ Satisfactory Driving Record.
- ◆ First Aid/CPR certification, or ability to obtain.

#### Physical Aspects of the Job:

- ◆ Ability to work for long periods of time without sitting.
- ◆ Ability to work outside in variable weather conditions.
- ◆ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ◆ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.

- ◆ Ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.