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### Position Overview

To assist camp Directors with site and facility maintenance needs of the organization, and to oversee all aspects of approved camp building projects to ensure timely completion within budget parameters.

The Site & Facilities Manager will be responsible for the day-to-day management of the camp's three locations, facilities and infrastructure. This includes overseeing maintenance and repairs, managing vendors, and ensuring compliance with safety and environmental regulations. The Site Facilities Manager will also supervise a team of maintenance staff and volunteers and collaborate with other departments to support the overall operations of the camp.

### Minimum Qualifications

- Must be a professing Christian: Is capable of representing the Christian beliefs and core values of Camp Sonshine.
- Ability to meet the public professionally and considerately.
- Ability to plan, originate, organize, and carry out daily tasks and responsibilities.
- Ability to effectively communicate in written form and verbally.
- Basic computer skills which includes knowledge of MS Office and G-Suite and is capable of learning and understanding other computer applications as needed (i.e. CampWise, Ninety, Photoshop, Simple Texting, etc.).
- Has a high commitment to unity: Ability to get along well with people and willingness to be a team player.
- Ability & willingness to choose a positive attitude, accept guidance & supervision in order to grow and improve.
- Must possess: good character, integrity, adaptability, enthusiasm, sense of humor, patience & self-control.
- Chooses to believe the best about others and/or potentially frustrating situations.
- Willingness to be flexible in all circumstances: pushing past obstacles and discomforts for the good of the team.
- Analyzes and understands with minimum of instruction.
- Exhibits discretion: Understands the importance of confidentiality on sensitive information.
- Ability to prioritize and meet deadlines.
- Desire and ability to work both in an office setting as well as outdoors in the natural elements.
- Must have a desire and ability to work with children & teens and genuinely enjoy spending time with them.
- Strong knowledge of building maintenance and repair, including HVAC, plumbing, electrical, and/or carpentry
- Experience managing a team and working with vendors
- Experience with safety regulations and environmental compliance
- Excellent communication and interpersonal skills
- Ability to prioritize and manage multiple projects simultaneously
- Bachelor's degree in Facilities Management, Engineering, Mechanics or related field preferred
- Experience in camp or conference center facilities management is a plus
- Must have a valid driver's license

### Essential Functions

In order to successfully execute the duties required by this role, an individual must be able to perform the following activities, tasks and functions with or without reasonable accommodations:

- Able to read, comprehend and communicate in English.
- Must be able to sit, stand and walk for long periods of time – up to six hours.
- Must be able to visually and audibly respond to the needs and requests of applicants and staff whether in person or via other communication means.

- Able to lift and carry supplies and equipment up to 70 pounds.
- Ability to effectively use both power tools and hand tools in a safe and effective manner.
- Ability to communicate, enforce and follow safety procedures.
- Must be able to train, lead and manage small and large teams of people of a variety of ages.
- Be able to visually observe (with or without corrective lenses) parents, guests, visitors, campers and staff members to ensure safety.
- Ability to lead spiritually through prayer, worship, instructing/teaching others in core doctrinal beliefs of Camp Sonshine and the Christian faith and by demonstrating personal growth as a disciple of Jesus Christ.
- Able to assist campers and staff members in an emergency (fire, injury, etc.).
- Able to traverse a wide range of terrains (i.e. open fields, rocky creek beds, forest floors, gravel, etc.) and to do so while supervising activities and interactions between staff and campers.

### **Specific Responsibilities**

1. Attend meetings, special programs, events and retreats as required and necessary.
2. Meet regularly with directors to discuss project progress, current site priorities, and schedules.
3. Manage service teams and work with site volunteers to accomplish tasks and build ongoing relationships with volunteers.
4. Coordinate projects and task lists for spring work days and oversee staff/volunteer work crews.
5. Assist with snow and ice removal efforts at both sites, as needed, to ensure safety and accessibility of properties.
6. Respond to maintenance requests for site and facility repairs by personally addressing concerns or making arrangements for appropriate parties to make requested repairs.
7. Assist with both regular & irregular facility cleaning and janitorial needs such as sweeping, vacuuming, dusting, room set-up needs, kitchen/bathroom cleaning and seasonal decorations.
8. Oversee all aspects of new construction and renovation projects. Manage project schedules, timelines, sub-contractors, volunteer labor, supply procurement and work in conjunction with camp directors to establish and adhere to budgets and approved designs for projects.
9. Arrange meetings with and obtain bids from sub-contractors for any job requiring outsourcing.
10. Work in conjunction with directors to secure and file all required building permits and schedule inspections.
11. Manage maintenance budgets and expenditures for assigned line items of budget.
12. Manage vehicle maintenance schedules, inspections and repairs for camp vehicles and assist with summer transportation needs of the organization.
13. Assist in the overall functioning of the organization by being willing to step in to solve problems, address needs, and make things better.
14. Provide spiritual leadership to the campers and staff members as required that upholds and supports the doctrinal beliefs and convictions of the ministry of Camp Sonshine.
15. Participate in the resource development needs of the organization by developing connections in the community and assisting with camp fundraising efforts & events. All staff share this duty.
16. Assist in the overall function of the organization by stepping in to solve problems, address needs, and make things better.
17. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required by the ministry of Camp Sonshine and mutually agreed upon.

### **Responsible To**

Operations Director

### **Camp Organizational Culture**

Our Passion is to “Leverage camp experiences to unlock and unleash Kingdom builders.”

The memorable and life-changing camp experiences that we provide are the tools we use to help campers and staff better understand their unique place in God’s story and to passionately pursue a calling devoted to helping others do the same.

The way we do this is to “Create a place to belong & become.”

Our work is to build a physical and emotional environment where every individual is fully accepted for who they are. We believe that out of a deep connection with an authentic grace-filled community each person will desire to grow and become more of who God created them to be.

**Employment Dates:**

Start Date: Negotiable

End of Contract: Camp Sonshine requests at least 2 weeks of notice prior to ending employment at camp and that any intention of leaving would be communicated prior to April 1<sup>st</sup> in order to provide adequate time to search for a replacement prior to the start of the next summer camp season.