



CAMP MICHIGAMME Facilities Manager Detailed Job Description



Primary Function:

Assist Camp Director to maintain all buildings and grounds at Camp Michigamme from April to October

Supervisor:

Camp Director

Qualifications:

- Must be at least 21 years old.
- Must have organizational skills to allow him/her to assess and prioritize maintenance / grounds keeping tasks
- Able to do basic maintenance work
- Have knowledge of how to operate the equipment needed to maintain the properties at Camp Michigamme or *be able to ask for training needed.*
- Beliefs and lifestyle consistent with United Methodist Church values

Work Schedule:

Hours will vary depending on program and weather. If hourly, a 40 hour work week will be observed with some time falling on weekends.

Salary and Benefits:

Is agreed upon at the time of employment with the Camp Director, DOE. No overtime permitted. All meals provided during camp programs and also community housing if needed.

Primary Responsibilities:

- Leads in the maintenance of all camp buildings: roofs, floors, doors, windows, heaters, electrical, screens, light bulbs, steps, railings, general plumbing including toilets, showers, water heaters, trailers, storage buildings and out buildings.
- Leads in the maintenance of all camp equipment: small hand tools, chainsaws, lawn mowers, weed eater, tractor, camp vehicles, well sampling, cabin furnishings etc.
- Leads in the maintenance of camp grounds: roads, paths, trees, fields, and firewood.
- Opening up camp for the summer season and closing it down properly for the winter months.
- Assists and supervises volunteer work groups as needed.
- Assists and supervises support staff members when they are assisting with facilities related projects or duties
- Maintain a positive, friendly "Christian servant" attitude toward all our campers, guests, volunteers and fellow staff
- Such other duties assigned by the Camp Director.
- Recognize your leadership role at camp and rise to the expectations of such a role, providing others with a positive role model to follow.

Notes:

All positions at Camp Michigamme are "at will" positions. This means employment can be terminated at any time for any reason by the employer or the employee.

Contact Erica Thomas, Camp Director at director@campmichigamme.org or call 805-710-4752 for more information. Applications can be found at www.campmichigamme.org under the Employment tab.