



SITE AND FACILITY DIRECTOR

As the leader of the maintenance and grounds team, our site and facility director is responsible for the repair and maintenance as well as the development and ongoing care of our grounds and facilities. This all-weather job encompasses a wide variety of outdoor and construction tasks.

MINIMUM QUALIFICATIONS

- minimum age of 23 years
- previous construction experience (building, painting, repairing, plumbing, etc.) necessary
- previous mechanical experience desired
- self starter with the ability to work independently
- ability to manage and direct staff
- ability to accept supervision and work well with others

PREFERRED QUALIFICATIONS

- 4+ years of site and facility experience at a retreat center/camp
- bilingual
- experience hiring staff
- travel

ESSENTIAL FUNCTIONS

- physical ability to lift, load, carry, unload, move, dig, etc.
- ability to use tools and equipment (tractors, mowers, blowers, golf carts, power tools, etc) in a safe and judicious manner
- ability to recognize and maintain grounds and facilities to reduce the risk of danger or injury to campers and staff
- owner of personal transportation & tools
- current valid driver's license

DETAILED RESPONSIBILITIES

Repairs and Maintenance / Building Projects

- perform repairs and general building and facility maintenance
- meet with staff individually and as a group to make sure they are meeting project deadlines
- plan and build new facilities as indicated from the camp director
- coordinate and call outside services as necessary (approved by the camp director) such as electrician, plumber, excavators, etc.
- make supply runs to local stores (ex. Home Depot, Lowe's, Cramer's, Steele's, EPSCO, etc.)
- order equipment and supplies as needed, within budget, ensuring timely arrival of materials
- assist in moving materials and supplies to appropriate areas in camp as needed
- organize meetings with outside vendors and contractors

Facilities

- maintain wells and pumps in good operating condition to meet state and local standards / codes
- maintain and monitor all aspects of the property infrastructure (septic, electrical, underground pipes, etc.) while ensuring they are in compliance with local and state standards / codes
- monitor dam and prepare it for annual inspections, making sure it is in compliance with DEP regulations
- be knowledgeable of applicable local, state and federal regulations pertaining to sewer, garbage, and water standards
- be acquainted with community fire, police and emergency departments

Camp Vehicles and Equipment

- maintain all camp vehicles: changing oil, upkeep of mileage logs, state inspections, etc.
- maintain all watercraft: winterizing, fixing & repairing, etc.
- maintain all service and utility vehicles (golf carts, tractors, etc): changing oil, gassing up, making repairs and ordering parts as necessary

Waste Removal

- garbage and litter removal; daily and weekly removal of garbage and recycling, coordination with waste removal companies
- maintain areas around dumpsters and keep clear access for collection companies
- supervision of burning materials at burn site

Grounds Care

- ensure the cleanliness and general overall appearance of grounds
- trees; cutting, limbing, pruning, removal of dead or dangerous trees
- parking lots, driveways, pathways; general care and maintenance, yolk raking, blowing, litter removal
- lawn and playing field care; weekly mowing and trimming, annual seeding, yolk raking, fertilizing and aerating
- landscaping; flower bed design, weeding, planting, pruning, raking, general projects
- snow and ice removal; plowing site and properties, shoveling pathways and walkways, clearing decks, de-icing
- grounds clean up; leaf blowing and removal, limb and debris removal
- maintain pathways, walkways and driveways for gas company, electric company, etc.

Miscellaneous

- reviews; completion of work logs and annual reviews on progress, problems, projections, recommendations, etc
- special events; assistance with grounds and events preparations
- retreats; prepare cabins and camp for guest arrivals
- cleaning of facilities as necessary
- attend all camp sponsored events

Manager

- supervise staff and maintain a positive work environment
- direct site staff members May through September as well as direct pre and post camp staff
- assume responsibility for enforcing the rules, policies, safety procedures, and traditions of the camp with a positive attitude
- serve as a good example to campers and staff in personal language, appearance and health habits
- serve as an excellent example to campers and staff in work ethics
- assume the position as the resource person while providing guidance and supervision
- work alongside and communicate effectively with camp directors and fellow staff managers
- prepare and run site and facility staff orientation
- continually train and oversee site and facility staff, including weekly meetings and written evaluations
- prepare and actively participate in staff meetings and conferences
- assign staff upkeep, cleaning, and maintenance duties for your days off
- plan and run staff games/events that promote positive staff morale
- discuss with the directors the performance of all workers and inform directors of any staff problems
- review staff evaluations and camp season and make recommendations for following summer
- review site and facility staff handbook and weekly schedules annually and update as necessary
- travel to hiring fairs including Mexico

Furthermore, keep in mind that these are not the only duties. Some duties may be added or reassigned as necessary.

HOURS

This is a salaried position; therefore, there is no overtime or compensation pay when hours may be extended to meet deadlines. Depending on snow events, snow removal may need to be completed outside regular work hours. Additionally, the site and facility director may be expected to work camp tour dates, weddings, and other special function dates that may occur on weekends or scheduled days off.

GENERAL RULES

The site and facility director is responsible to camp owners and camp directors. All staff members are expected to abide by all policies and procedures with a positive attitude and to assist in enforcing said policies. Potential staff members should understand that campers' needs for health, safety, and happiness come first. It is the staff's responsibility to provide a positive learning experience in a safe and clean environment so that campers feel good about themselves and their accomplishments.

1. Illegal drugs, weapons, alcohol and smoking on camp grounds are strictly forbidden. Abuse of this policy is grounds for immediate dismissal.
2. Cell phones and internet enabled devices may only be utilized during non-work hours and in designated areas. Abuse of this policy shall lead to confiscation of said items. All staff must have their personal social media pages set to private.
3. Staff fraternization with campers and CIT's is strictly forbidden and is grounds for immediate dismissal. Furthermore, directors are not permitted to fraternize with staff under their direct supervision.
4. Coed visitation is strictly forbidden in restricted areas and is grounds for immediate dismissal.
5. Appropriate dress is required.
6. Follow and comply with all rules, regulations, policies and procedures outlined in the ISTC staff handbook.