



Position Description Camp Fire Minnesota

Job Title: Facilities Manager
Reports To: Outdoor Programs Manager
Direct Reports: Seasonal Facilities employee
Classification: Exempt status; full time (40 hours per week)

Organization Overview:

Camp Fire Minnesota programs encourage young people to be leaders in their communities, stewards of their environment, and confident in themselves. Camp Fire is an inclusive, co-educational organization. We welcome youth regardless of race, religion, socioeconomic status, disability, sexual orientation or other diversity identification. Annually, Camp Fire Minnesota serves 1,500 Twin-Cities area boys and girls. Camp Fire provides young people with the opportunity to find their spark, lift their voice, and discover who they are.

Position Overview:

This position is responsible for planning and coordinating the development, maintenance, and repair of Camp Fire's buildings, grounds, equipment, and other facilities consistent with the mission and established policies and procedures of Camp Fire MN. Camp Fire's facilities include an administrative office, a camp property in Chanhassen, and a camp property near Grand Rapids, MN. Responsibilities also include planning and managing volunteer groups (may include corporate, community and/or youth groups) at Camp Fire's camp properties.

Essential Functions:

- Responsible for the development and implementation of a maintenance management system and ongoing maintenance
 - Oversee the purchase, use, and care of all maintenance equipment and supplies
 - Implement system for regular maintenance and upkeep of camp buildings and grounds, including routine duties such as mowing, painting, cleaning, etc.
 - Schedule for routine maintenance and vendor contracts on equipment and services including trash removal, recycling, sewer, water, etc.
 - Maintain camp vehicles and ensure appropriate staff are trained
 - Manage and protect camp's natural resources, utilizing Camp Fire's Land Management Plan
- Responsible for on-going communication related to capital campaign construction projects
 - Serve on appropriate committees with CEO, owner's rep, architects and general contractor
- Hire, supervise, and coordinate staff and volunteer groups engaged in the maintenance and improvement of the camp's buildings, equipment, and other facilities
 - Hire and train seasonal maintenance staff
 - Train camp staff in their cleaning and maintenance responsibilities
 - Train and supervise camp staff and volunteers in the use of camp equipment including maintenance and program equipment as appropriate
 - Plan and assign work projects and schedules to maintenance staff and scheduled volunteer groups
 - Supervise work, review assignments and effectiveness of maintenance staff
 - Evaluate individual performance
- Prepare annual camp maintenance budget in consultation with Programs Director & Outdoor Programs Manager
 - Monitor expenditures to ensure compliance with the budget
 - Purchase equipment and supplies; maintain appropriate records and inventory
- Perform all duties in accordance with prescribed regulatory compliance guidelines, including local, state, and federal guidelines as well as American Camp Association accreditation standards
 - Respond to emergencies on physical plant and site
 - Maintain Camp Fire's Risk Management Plan for Camp Tanadoona and Bluewater
 - Responsible for obtaining appropriate licenses, permits, approvals from local and state regulatory agencies
 - Conduct pre- and end-of-camp season inventory
 - Store equipment for safety
 - Develop a schedule for checking the physical plant and equipment for safety, cleanliness, and good repair

Other Job Duties:

- Participate as a member of the camp management team as needed to ensure the integration of program and property in order to deliver a program that meets the needs of campers, user groups, volunteer groups and the camp mission
- Assist in the long range planning for the camp and agency
- Assist in representing the camp to local businesses and volunteer groups
- Other duties as assigned by leadership team

Relationships:

The Facilities Manager is responsible for representing the camp in maintaining its relationship with regulatory agencies, other consultants, and local vendors.

Knowledge, Skills, and Experience:

- BA in Facilities Management or other similar field. Vocational schooling plus experience can be substituted.
- Current certification in first aid and CPR preferred, but training can be done upon hiring.
- The position requires working knowledge in areas of painting, carpentry, electrical wiring and controls, plumbing, water and sewage treatment, vehicle and machinery operation, including maintenance.
- Proficiency in the safe and proper use of power equipment and tools, light machinery, and building materials.
 - Ability to understand and implement safety regulations and procedures.
 - Ability to communicate procedures and regulations to staff and guests.
 - Ability, both visual and auditory, to identify and respond to safety and environmental hazards and inform campers, staff, and guests.
 - Physical strength to lift equipment and supplies (up to 40 pounds).
 - Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more).
 - Ability to safely drive cars, light trucks, tractors, and other motorized vehicles.
 - Ability to observe campers, staff, and guest behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate management techniques.
 - Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury).

Salary and Benefits:

- Salary range \$40,000 - \$45,000 dependent on qualifications and experience
- Full-time employee
- Competitive benefits package

Application Process:

Send cover letter, resume, an example of a facility maintenance plan and three references to Human Resources:

hr@campfiremn.org. Position will remain open until filled.

Camp Fire Minnesota is an Equal Opportunity Employer. Applicants are considered without regard to race, color, religion, sex, national origin, age, veteran status, sexual preference, disability, condition or any other group protected by law.

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