



Position Description
FACILITIES DIRECTOR
Camp Blue Diamond Inc



Position is full-time, salaried with accountability to the Executive Director. Responsibilities include:

Building Maintenance

- Provide routine maintenance on all buildings
- Oversee inspection of safety devices on a regular basis (smoke alarms, fire extinguishers, carbon monoxide detectors, etc....)
- Perform, supervise, or contract repairs as needed
- Provide regularly scheduled inspections of building and grounds for damage and potential risks
- Do, or coordinate, and oversee building construction and renovation
- Maintain accurate records of building maintenance, equipment replacement, repair, etc....
- Annually provide inventory of tools, equipment, and supplies to Executive Director for insurance purposes
- In cooperation with the Executive Director and Camp Board of Directors work to implement Master Plan and oversee and coordinate new building construction
- In cooperation with the Executive Director and Property Committee of the Camp Board of Directors hire contractors for major projects as needed

Grounds Care

- Perform, or supervise, grounds care: mowing, landscaping, raking, limb removal, etc....
- Maintain camp roads
- Provide snow removal and spread anti-skid on Diamond Valley road and around camp to ensure safe travel for staff and guests
- Supervise refuse removal and maintain dumpster area to ensure clean and safe surroundings
- Supervise wood cutting to maintain adequate supply of seasoned firewood
- Hire contractors such as backhoe operator, tree service, etc.... when needed and oversee work
- Oversee recycling needs

Vehicles and Equipment

- Provide or oversee routine maintenance of vehicles and equipment
- Keep motor vehicles PA inspections current
- Provide for repairs to vehicles

Purchasing

- Communicate with Executive Director(s) concerning facility needs during budget preparation
- Purchase materials to maintain building, grounds, and vehicles
- Provide for delivery of gasoline and diesel fuel
- Provide for delivery of gravel as needed for roads and grounds
- Purchase tools as needed for maintenance of camp
- Purchase lumber and materials as needed for special projects
- Be in consultation with the Executive Director before purchasing tools, building materials or services more than \$500

Utilities

- Monitor delivery of propane and heating oil
- Provide drinking water samples as needed (monthly) to the camp selected lab as per DEP regulations
- Provide drinking water samples for yearly testing of nitrate/nitrite levels as per DEP regulations

- Be in contact with electric co-op as needed concerning tree/right away maintenance

Campground

- Ensure firewood supply is sufficient
- Maintain utilities as each site
- Keep sites free of sticks, leaves, etc.
- Mow and weed eat throughout

Lake Area

- During swimming months provide weekly water samples to the camp selected lab as per DEP regulations
- Maintain beach area for safety
- Procure and spread new sand as needed
- Maintain chicken BBQ pit and racks
- Winterize bathrooms/water supply prior to winter

Committees

- Attend Camp Board meetings as an *Ex-Officio* member
 - Provide Facilities Director Report
 - Provide insight as able
- Serve as liaison on the Property Committee
 - Work with the Property Committee concerning building, grounds, equipment purchases, equipment repair as needed
 - Communicate regularly with the Property Committee chairperson concerning the report to the board and project updates
- Heritage Fair Coordinating Team - assist in planning and implementing Heritage Fair
- Others as is pertinent to Facilities Director position or interest

Heritage Fair

- Provide for preparation of Heritage Fair in the following: grounds clean-up, set out picnic tables and trash cans, rope off areas as needed, etc....
- Be available during the day of Heritage Fair and provide help as needed in the areas of repair, electricity problems, etc..., oversee outside clean-up and trash removal
- Return grounds to “pre-Heritage Fair” condition

Volunteers

- Communicate with volunteers concerning regularly scheduled volunteer days and work projects
- Schedule volunteer work projects: woodcutting, building projects, workdays, etc....
- Recruit volunteers as needed for projects
- Work with and oversee volunteers and projects
- Catalog volunteer names, skills, etc....

American Camp Association

- Be familiar with ACA standards as they pertain to maintenance, buildings, and grounds
- Document vehicle maintenance on a regular basis as directed by ACA standards
- Provide paperwork needed for ACA visits in a timely fashion

Rental Groups

- Provide friendly hospitality for rental groups during weekends on duty
- Periodically check in with each group and take care of requests as needed

Housekeeping

- The Facilities Director is responsible to oversee housekeeping tasks during the summer months while providing assistance as needed to the Program Director, who serves as coordinator of housekeeping during the other seasons.
- Purchase toilet paper, paper towels, and hand soap
- Repair broken or damaged items as noted by Program Director or other housekeeping staff
- Repair or replace broken or ineffective cleaning equipment such as: vacuum cleaners, mops, etc....

Summer Camp

- Work with the Program Director to assure facilities needed are ready for use
- Oversee and supervise the Summer Maintenance Staff
 - Evaluate performance of Maintenance staff
 - Report problems/concerning staff persons to Executive Director
- Check daily written maintenance requests/concerns as reported by other staff members

Outdoor School Program

- Provide facility and grounds needs of ODS as needed
- Be available to help clean facilities as needed prior to, and following weeks of ODS
- Be available to assist during meal clean-up if needed

Others

- Attend and actively participate in weekly staff meetings
- Daily record hours worked as directed by Executive Director
- Check in office upon arrival daily
- Communicate with Executive Director concerning projects and needs
- Meet with Executive Director for evaluation of performance
- Serve weekend duty as assigned

Outdoor ministry at Camp Blue Diamond requires flexibility and teamwork. In this spirit all staff may be called upon, as needed, to provide help in the following areas:

- Kitchen
- Office
- Programming
- Housekeeping
- Maintenance/Grounds
- Fundraising
- Others