



Camp Facilities and Grounds Coordinator

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Titles Include: Camp Grounds and Facilities Coordinator

Job Summary: Responsible for the overall upkeep of the SVdP Camp properties (see below) including maintenance and repair of buildings, equipment and vehicles, and grounds, in addition to directing and supervising maintenance staff and contractors.

Key Responsibility Areas:

A. Maintenance & Repairs

- Supervise and coordinate maintenance activities and assistants.
- Maintain facilities for trash removal, gas and electric company, etc.
- Maintain inventories of maintenance supplies and equipment.
- Order equipment and supplies as needed, within budget ensuring timely arrival of materials.
- Maintain grounds to reduce risk of danger or injury to persons using grounds and facilities. This includes but not limited to trimming trees/shrubs, chopping firewood, thinning out wooded areas, mowing lawns.
- Maintain in good operating conditions and be knowledgeable of applicable state and federal regulations pertaining to sewer, water, garbage, electrical and water standards.
- Provide on-call service during evening and weekend hours in the event of an emergency involving the facilities, equipment, property, and/or vehicles.
- Work with the Director of Camp Services to ensure grounds and facilities are in compliance with all applicable local, state, federal, and American Camp Association standards.

B. Food Service & Cleaning

- Assist with the kitchen responsibilities when workload is heavy or during the off season.
- Cleaning of buildings before and after group rentals.

C. Program Responsibilities

- Availability at all times for rental groups through rental season.
- General supervision of rental groups to ensure proper use of the facilities.

- Provision of an annual report reflecting the immediate and long range needs of the camps.
- Work and assist on all capital campaign projects.
- Maintain the positive image of St. Vincent de Paul and both camps throughout the local community.
- Coordinate and work with volunteers to assist in general upkeep of the camp properties.
- Be acquainted with community fire, police and emergency service departments.
- Organize and keep all work areas clean.

D. The above are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Positions Supervised: Maintenance Staff

Supervised by: Director of Camp Services

Budget Impact: \$42,0000 - \$45,000 annual plus benefits

Schedule:
 Jan - Mar - approx. 35 hours/week
 Apr - May - approx. 40-50 hours/week
 Jun - Aug - approx. 50 hours/week
 Sept - Oct - approx. 40 hours/week
 Nov - Dec - approx. 35 hours/week

Qualifications:

- Minimum 3 years experience in facilities maintenance and prior experience in supervisory role.
- Rudimentary knowledge of carpentry, plumbing, septic, electrical, vehicles, painting and other skills necessary to perform above stated maintenance responsibilities.
- The ability to host and represent SVdP to groups that rent the camp facilities.
- The ability to troubleshoot, problem solve, and identify areas that need external expertise in order to keep camp facilities and grounds in good condition.
- The ability to work independently, as well as work effectively as a team member.