



## **CAMP ORCHARD HILL**

### **ASSISTANT FACILITIES DIRECTOR JOB DESCRIPTION**

#### **A. Personal Profile**

The Assistant Facilities Director of Camp Orchard Hill shall be a man or woman who:

1. Demonstrates a vibrant walk with Jesus Christ and is in total agreement with the camp statement of faith.
2. Exemplifies a servant-leader spirit, can work independently, is committed to excellence, and is an effective team player.
3. Has related experience in grounds and building maintenance and a desire to learn the basics of electrical, plumbing and vehicle maintenance.

#### **B. Facilities and Grounds Management**

1. Assist the Facilities Director in maintaining COH buildings, grounds and vehicles.
2. Assist in servicing and maintaining the pool.
3. Accomplish operational plans within budget guidelines.
4. Assist the Facilities Director keeping COH to code (DEP, building and fire, local regulations, etc.)
5. Assist in developing and maintaining safety and emergency plans.
6. Procure, maintain and control maintenance equipment.
7. Maintain a stock of operating and maintenance supplies.
8. Plow snow and clean walk areas as needed.

#### **C. Renovations and Capital Projects**

1. Assist in preparing and executing approved project plans for capital and renovation projects (description, schedule, costs).
2. Assist in coordinating and managing volunteer work groups and projects.

#### **D. Personnel Administration**

1. Assist in hiring the summer and part-time maintenance, housekeeping and pool staff.
2. Manage and schedule staff as assigned.

#### **E. General Management**

1. Assist in providing input (plans and dollars) for the annual budget.
2. Maintain an inventory of vehicles, tools and maintenance equipment.
3. Maintain an inventory of COH furnishings and equipment.

#### **F. Accountability**

1. The Assistant Facilities Director shall be directly responsible and accountable to the Facilities Director.
2. He shall be reviewed by the Facilities Director at least annually or when deemed appropriate.

*Salary commensurate with experience, plus full benefit package including health, dental and 401K.*