

BRETHREN WOODS CAMP AND RETREAT CENTER
JOB DESCRIPTION

TITLE: Property Manager

RESPONSIBLE TO: Executive Director

PURPOSE: To manage and maintain the grounds, facilities, equipment, and vehicles of a 140-acre ACA-accredited property in a manner that reflects excellence in stewardship of creation and hospitality to ensure a safe and fun experience for campers, schools, families, churches, and guest groups.

GENERAL POSITION DESCRIPTION: This is a full-time, year-round, salaried position based on an average of 40 hours per week with many hours during the summer season and more regular hours in the fall, winter, and spring. From Memorial Day to Labor Day, Brethren Woods is primarily a summer camp for children and youth midweek and is used by rental groups on the weekends, as well as several large week-long rental camps. Outside of the summer camp season, Brethren Woods is primarily a retreat facility with regular weekend use, occasional midweek groups, outdoor education field trips, and special events. The Property Manager is responsible to manage and maintain camp's grounds, facilities, equipment, and vehicles for camp and guest use. This includes a variety of maintenance, landscaping, groundskeeping, repair, and construction tasks, as well as assisting with set-up and support for programs and events. The Property Manager also provides supervision for other paid and volunteer maintenance and housekeeping staff. Extended hours, flexible scheduling, and on-call availability are required, especially during the summer camp season. Benefits include a salary, based on experience and within the context of our non-profit environment, paid vacation and sick leave, a generous holiday schedule, a pension plan, and professional growth funds. Optional on-site housing and utilities.

RESPONSIBILITIES:

1. General

- a. Creates and fosters an atmosphere of hospitality and friendliness to ensure an enjoyable experience for staff, campers, and guests.
- b. Keeps office and maintenance center area, file cabinets, and electronic data neat and orderly.
- c. Reports contributions (financial or in-kind donations) to the camp office for record-keeping and acknowledgement.
- d. In coordination with the camp office, sends out honorariums and/or thank you letters to donors and volunteers.
- e. Maintains organized files and work lists related to property, facility, equipment, vehicles, volunteers, contractors, service providers, etc. including contact information and skills.
- f. Serves as on-call host for rental groups on a rotational basis (1-2 times per month) and arranges for an on-call maintenance staff member to be available as needed, including weekends.
- g. Provides parking attendants for special events.

- h. Attends Outdoor Ministries Association, American Camp Association, and other conferences, shows, and/or events as time and finances allow.
2. Property Management
- a. Develops and implements a preventive maintenance program to provide care for camp's buildings, grounds, vehicles, and equipment in order to ensure attractive, clean, healthy, and safe conditions.
 - b. Addresses and completes work orders, as submitted, giving priority to matters of health and safety, within a timely manner.
 - c. Monitors and maintains contracts with service providers for utilities, gas, trash collection, etc.
 - d. Supervises trash and recycling collection, facilities, and disposal.
 - e. Is acquainted with local emergency services (fire, police, and rescue squad).
 - f. Explores improvements and additions to camp's property in cooperation with Executive Director.
 - g. Oversees capital improvement construction projects in coordination with the Executive Director and Outdoor Ministry Team including providing input for design, supervising work done by camp staff and volunteers, preparing for outside contracted work, and being available to outside contractors for consultation.
3. Facilities
- a. Ensures that facilities are prepared for use including temperature control and set-up (chairs, tables, sound system, etc.).
 - b. Performs monthly checks on the condition of each building.
 - c. Is familiar with all heating, plumbing, electrical, and mechanical systems on-site.
 - d. Monitors and tests safety devices (smoke alarms, carbon monoxide detectors, fire extinguishers, fire suppression systems, etc.) on a regular basis as well as arranging for annual inspection by certified personnel.
 - e. Completes annual inspection of all facilities including electrical systems.
 - f. Oversees swimming pool opening by Memorial Day weekend (or earlier as required) and closing after Labor Day weekend (or later as required).
 - g. Operates the swimming pool, including all related equipment and chemicals.
 - h. Winterizes facilities not scheduled for use.
4. Grounds
- a. Supervises completion of grounds care including mowing, trimming, brush removal, leaf raking and blowing, limb removal, etc.
 - b. Proactively works to maintain landscaping and enhance camp's appearance.
 - c. Inspects and maintains playgrounds regularly to ensure safe and enjoyable conditions.
 - d. Assists Program Director with completion of Challenge Course quarterly and annual inspections.
 - e. Maintains water system (including wells, pumps, pipes, and tanks) and septic systems in good operating condition.
 - f. Monitors management of the camp lake, and ensures dock area and boats are in good operating condition for seasonal use (April-October).
 - g. Oversees forestry management including timber harvesting and spraying.
 - h. Supervises wood cutting and storage to maintain adequate supply of firewood.
 - i. Provides snow removal on camp's roads and sidewalks.

5. Equipment and Vehicles
 - a. Maintains a current, detailed inventory of camp supplies and equipment.
 - b. Ensures the proper care, safe and correct use, and maintenance of all equipment, supplies, and facilities so they are kept clean, in good working order, ready to be used, and are properly stored and locked, as required.
 - c. Monitors maintenance, service, and inspection on all camp vehicles, including annual and quarterly inspections and pre-trip checks, to ensure good operating conditions.
 - d. Makes repairs as able or supervises repairs by service providers.
 - e. Oversees driver training and testing as outlined in camp's Transportation Policies and Procedures.
6. Budget
 - a. Provides options, alternatives, reports, and/or quotes, to address needs and for anticipated projects to the Executive Director for review.
 - b. Works with Executive Director to keep supply, equipment, staff, and contractor costs within approved budget.
 - c. Makes recommendations for budget changes for annual budget planning.
 - d. Maintains records of property expenses and provides all documentation required for payment.
 - e. Orders and purchases supplies, equipment, and tools as required for approved projects, ensuring timely arrival of materials.
7. Staffing
 - a. Assists Program Director and Executive Director in hiring part-time employees, including recruiting, screening, and interviewing, to be approved by the Executive Director, and recruits and screens volunteers to assist with routine maintenance and special projects.
 - b. Trains paid and volunteer maintenance staff, particularly in the safe operation and appropriate use of power tools and equipment.
 - c. Creates a work schedule and assigns work hours to employees and volunteers.
 - d. Supervises, manages, and evaluates maintenance staff, including work groups.
 - e. Coordinates volunteer workdays including project management and recruitment.
 - f. In cooperation with the Executive Director, hires contractors or service providers.
 - g. Meets and maintains equitable and fair standards, regulations, and policies.
8. Standards, Regulations, and Policies
 - a. Implements American Camp Association accreditation standards related to Site and Transportation and assists with maintaining accreditation, including files and documentation.
 - b. Abides by all state and local health department regulations and ensures that requirements are met and documentation is maintained.
 - c. Knows the contents of the Staff Manual.
 - d. Follows and enforces all camp policies and procedures, including health and safety regulations.
9. Attends weekly staff meetings held in the camp office.
10. Participates in an annual review and evaluation with the Executive Director.
11. Assists in other areas of camp operation as needed.

QUALIFICATIONS:

1. Committed Christian recognizing the role and responsibilities of the position as part of the overall mission and ministry of Brethren Woods, the Church of the Brethren, and the ongoing work of Jesus Christ.
2. Exhibits a spirit of cooperation, flexibility, and commitment to a team relationship with other camp staff.
3. Personable style and skills in relating to staff, guests, and campers.
4. Self-motivated and flexible, with the ability to perform work, follow instructions, multi-task, and make decisions with general direction in an organized and timely manner.
5. Detail-oriented organizational and planning skills to manage projects, people, processes, and paperwork.
6. General technology skills including basic computer and smart phone usage, word processing, email, web-based research, and recordkeeping.
7. Strong verbal and written communication skills and the ability to communicate with individuals, groups, and congregations in the district and community.
8. Safety-conscious attitude and ability to abide by and enforce camp rules and policies.
9. Skills, training, and/or experience in maintenance areas such as plumbing, electrical, masonry, groundskeeping, landscaping, construction, and equipment and vehicle maintenance and repair.
10. Willingness and ability to learn new skills, as well as adapt and respond to varied situations that may arise.
11. At least 21 years of age, with a good driving record and a valid Driver's License, or the ability to obtain one, as required to assist with camper transport in case of emergency.

EDUCATION AND EXPERIENCE:

1. High school diploma or GED required.
2. Skilled/technical education, courses, and training preferred.
3. Knowledge of occupational hazards, regulations, and safety requirements of work environments. Experience in the safe operation and maintenance of a variety of mechanical equipment.
4. Highly desire experience in a camp setting or other field where multiple responsibilities and organization skills are needed to manage preventive/routine facility and grounds maintenance, as well as special projects.

PHYSICAL REQUIREMENTS:

1. Able to effectively work in the outdoors in a variety of conditions throughout the year.
2. High physical requirement including the ability to exert and lift 50-100 pounds occasionally and up to 49 pounds frequently.
3. Position requires pushing/pulling materials, writing, typing/computer entry, using manual levers, and other fine motor skills.
4. Able to walk outdoors on uneven terrain as well as sit/stand, lift/carry, push/pull, reach, kneel, climb, and balance.
5. Sight, hearing, and verbal communication skills are needed for effective communication with guests, staff, and business partners in the performance of essential duties.