

Facilities Coordinator Position Description



Camp Henry is seeking a hard-working, organized, dedicated, detail-oriented, servant-minded, and fun-loving person to join our full-time, year-round staff. If you're passionate about changing lives while serving in a Christian Community, and would like to work in our facilities and maintenance department as a part of our Camping Ministry, then we've got just the job for you! Primary responsibilities are to maintain and enhance our facilities. The Facilities Coordinator will work as a member of our facilities team – helping to meet the needs of the over 7,000 campers and guests we serve each year. Preferred candidates will have previous facilities/maintenance experience and/or previous camp experience. We have had record breaking enrollment the past three summers and have been able to invest over \$5.25 million in our facilities over the past 6 years. Additional benefits include insurance, retirement, vacation, and professional development funding. Salary is \$22,000 with housing, or \$26,800 if living offsite. Please visit campheny.org to learn more about Camp Henry and view the position description. Interested candidates, please send your resume to applications@campheny.org

Roles & Responsibilities

Assist the Facilities Director with the following:

Primary Roles & Responsibilities

- Maintain and enhance our facilities with a servants heart
- Utilize Camp Henry resources to achieve maximum impact
- Assist in helping to meet the needs of over 7,000 campers and guests
- Schedule facility staff as needed (seasonal)
- Work with other year round staff members to help coordinate with and support all of the components of camp (food service, admin, marketing, fund development, housekeeping, guest services, etc..)
- Develop & coordinate volunteer community opportunities
- Lead & organize summer Service Crew projects

Shared Roles & Responsibilities

- Assist with Food Service, Housekeeping, Guest Services, and Community Engagement as needed
- Recruit campers and guests for all Camp Henry programs and events
 - Summer Camp
 - Fall Festival, Winter Camp, Mom/Dad & Me, Trips, CH Live, etc...
- Implement Annual Theme