

Facilities Coordinator Position Description

Camp Henry Mission Statement:

To provide life changing experiences for all in a Christian environment



Responsible to: Facilities Director

Primary Responsibility: Serve as a member of our facilities team and support of the Facilities Director.

General Responsibilities:

- ☐ To maintain camp and respond to problems relating to the facilities and grounds of camp
- ☐ Support the facilities needs of all of our program areas
- ☐ To be ready and willing to serve our campers/guest and staff
- ☐ Fulfill task and duties as assigned by the Facilities Director
- ☐ Take turns working weekends and being on call
 - This means being available 24 hrs. knowing and understanding the operations of the camp and how to respond to problems relating to the facilities at camp

Specific Responsibilities:

- ☐ Maintain the condition of the buildings and facilities, as directed by the Facilities Director in a manner which ensures a life changing experience for our campers and guests.
- ☐ Continually engage in learning and growth.
- ☐ Continually engage in the evaluation of the facilities and grounds and make suggestions to help overall improvement.
- ☐ To complete regular and continual maintenance.
- ☐ Support the different program areas of camp, including:
 - High Adventure Program areas
 - Horse Program
 - Waterfront, Boats, Docks, and Beach
 - Paths and Trails
 - Campout locations and Fire Circles
- ☐ Assist as a weekend Host for Retreat guests as needed.
- ☐ Additional duties and responsibilities
 - Help ensure all ACA and State of Michigan standards and policies are met.
 - Support Camp Henry's relationship with Westminster Presbyterian Church and its' members.
 - Contribute in a positive way to the Camp Henry staff community.

- Other duties as assigned

Compensation & Benefits

Salary	\$32,000 if living on-site \$37,000 if living off-site
Benefits	<p>Employee Benefits</p> <ul style="list-style-type: none"> ● Individual coverage for Health Insurance and Dental Plan ● FLEX or HSA plan available for employee to designate salary deduction for pre-tax medical expenses ● Earned Time Off (ETO), 18 days annually ● 8 paid holidays annually ● Retirement contribution after one year of service <p>Available at employee's expense</p> <ul style="list-style-type: none"> ● Double or family coverage for Health and Dental plan ● Vision plan for any member of employee's family ● Life insurance ● Long Term Disability Insurance
Housing & Meals	<p>On-site housing includes rent and basic utilities.</p> <p>Meals are provided by Camp when food service is provided for summer camp or retreat groups with more than 30 guests.</p>
Mileage	Mileage provided when personal vehicles are used for work related driving at rate set by Westminster Presbyterian church - reflective of current IRS mileage reimbursement allowance.

We are looking forward to adding a Facilities Coordinator to our staff team. Interested candidates should send an email - including your resume to: jake@camphenry.org