

Facilities/Barn Coordinator Position Description

Camp Henry Mission Statement:

To provide life changing experiences for all in a Christian environment



Responsible to:

Facilities director

General Responsibilities:

- ☐ To maintain camp and respond to problems relating to the facilities and grounds of camp
- ☐ Support the facilities needs of our Horse Program
- ☐ Assist with Barn Chores and the upkeep of our Covered Riding Arena, Outdoor Arena, Pastures, Fences, and Trails
- ☐ 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 knowing and understanding the operations of the camp and how to respond to problems relating to the facilities at camp

Specific Responsibilities:

- ☐ To help fulfill the overall mission of Camp Henry by insuring that guests can have life changing experiences, and that the condition of the facilities and grounds will contribute to, and not detract from, these experiences
- ☐ Continually be learning and growing
- ☐ To evaluate camp and determine where we can make improvements
- ☐ To complete regular and continual maintenance
- ☐ In addition to the Horse Program, support the different program areas of camp, including:
 - High Adventure Program areas
 - Waterfront, Boats, Docks, and Beach
 - Paths and Trails
 - Campout locations and Fire Circles
- ☐ To help with improvements as well as new buildings and projects

□ To take care of the Facilities Building and Resources

□ Additional duties and responsibilities

- Help coordinate volunteer and service projects
- Help ensure that all ACA and State of Michigan standards and policies are met
- Support and foster 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	\$23,000 – \$25,000 DOE
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>It is anticipated that on-site housing will be available for this position. On-site housing includes rent and basic utilities.</p> <p>If on-site housing is not available, Camp Henry will assist in finding appropriate local housing</p> <p>Meals are provided by Camp when food service is provided for summer camp or retreat groups.</p>
Mileage	<p>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.</p>