

Camp Wyandot Caretaker/Facilities Manager

Camp Wyandot, Inc. is a non-profit organization with a mission to provide an inclusive nurturing environment for youth to have fun, make friends, serve others, and explore the great outdoors. We operate a residential camp located in the Hocking Hills next to Clear Creek Metro Park called Camp Wyandot. We are seeking an individual who is self-motivated, responsible, and extremely handy.

Required Qualifications:

- Experience in construction, plumbing, electrical, carpentry, and grounds keeping
- Ability and desire to work in camp setting, must live in provided housing
- Comfortable using a computer including email, Microsoft Office and Excel
- Ability to communicate and work with participating groups and provide necessary instructions to staff and volunteers
- Visual, auditory, cognitive, and communication ability to plan, conduct, and manage facilities and identify and respond to environmental and other hazards at camp
- Physical ability to perform all facility functions (includes ability to bend, stoop, kneel, crouch and lift up to 50 lbs repeatedly), operate equipment, and respond appropriately to situations requiring first-aid
- Must clear a background check
- Must have a valid driver's license and be insurable
- Able to work irregular hours around adults and children

Desired Qualifications:

- Experience operating a Class A septic system (Certified Operator License with OEPA), maintaining a pool (Certified Pool Operator License), and/or monitoring a drinking water supply
- Training and experience in building permits and codes
- Experience working at a residential camp or as a caretaker of a property

Relationship: Report directly to the Executive Director (while summer camp is in session work closely with the Camp Director)

Job Responsibilities:

- Perform all duties in accordance with prescribed regulatory compliance guidelines, including local, state, and federal guidelines as well as American Camp Association accreditation standards.
 - ♦ Respond to emergencies on physical property and site.
 - ♦ Responsible for obtaining appropriate licenses, permits, approvals from local and state regulatory agencies.
 - ♦ Develop a schedule for checking the physical property and equipment for safety, cleanliness, and good repair.
- When summer camp is in session, must be able to work long hours (12+ hours daily) while working less in the off season to average 40 hours per week for the year
- Responsible for the development and implementation of a maintenance management system (prevention, correction, and construction).
 - ♦ Oversee the purchase, use, care and storage of all maintenance equipment and supplies.

- ♦ Implement system for regular maintenance and upkeep of camp buildings and grounds, including routine duties such as mowing, painting, etc.
- ♦ Schedule for routine maintenance and vendor contracts on equipment and services including trash removal, recycling, sewer, water, etc.
- ♦ Manage natural resources of the camp including forest and water quality management to ensure protection and proper utilization occurs.

-Follow camp rules and regulations as outlined in personnel policies and procedures and staff training
-Maintain good public relations with camp visitors, users, campers, seasonal staff members, and Metro Parks as well as the community surrounding camp

-Required to keep track of expenses and follow a budget regarding supplies, maintenance and repairs to camp and submit reports when asked

-Will be required to help with camp rentals in the off-season by providing wood to guests, inspecting cabins before arriving and after departing, and greeting and orientating renters when first arriving at camp

-Monitor camp to make sure people are not trespassing and greeting visitors who are connected to Camp Wyandot, Inc. who come by unannounced

Compensation:

-Housing provided (3 bedroom, 2 bath house) overlooking the property on Clear Creek Road

-Internet, cell phone, water, gas, and trash pick-up provided (responsible for electricity and cable)

-Salary is commensurate with experience

Please send resume and cover letter to greg@campwyandot.org or mail to Attn: Greg Kellison, Executive Director, Camp Wyandot, Inc., 1890 Northwest Blvd., Suite 130, Columbus, OH 43212. For questions, call the office at 614.481.8227.