

**Job Title: Facility & Grounds Manager**

**Status: Full Time, Salaried**

**Summary:** This position reports to the President & CEO to oversee the care and stewardship of the 26 acre Base Camp, including all buildings, grounds, trails, and infrastructure. The Facility & Grounds Manager will be responsible for the daily and seasonal maintenance of the site. This is a great role for someone who loves being outdoors, working with their hands, and being part of a mission-driven team making a direct impact on youth and community.

**Key Responsibilities**

Property & Facility Maintenance

- Perform regular maintenance of buildings, trails, lawn, fields, and wooded areas
- Manage seasonal needs including mowing, snow removal, leaf clearing, and basic tree care
- Conduct or coordinate minor repairs (e.g., drywall, lighting, plumbing, painting, carpentry)
- Oversee custodial service contractor (schedule, quality, inventory of supplies)
- Maintain tools, equipment, and maintenance records
- Ensure all facilities and grounds are safe, clean, and operational,

Mission Support & Volunteer Coordination

- Lead and supervise work of volunteer groups, interns and service teams
- Schedule workdays and projects in collaboration with program staff to minimize program disruption
- Help create a welcoming, safe environment for youth participating in on-site programs
- Support youth service-learning or maintenance projects as needed
- Model positive behavior and respect for the outdoors and stewardship

Compliance & Planning

- Conduct routine and ad hoc safety checks and report/resolve hazards
- Support property improvement planning and assist with contractor oversight
- Participate in emergency response procedures and seasonal planning
- Contribute to policy in accordance with applicable laws and best practices for grounds and facility safety

**Qualifications**

- 3+ years in facility, groundskeeping, trades, or property management; repair skills and knowledge of building systems
- Comfortable operating and maintaining equipment (e.g., tractor, mower, power tools)
- Hands-on Organized and self-directed; able to manage time and projects with minimal supervision
- Positive, team-oriented, and adaptable in a youth-centered environment, experience leading service projects a plus
- Ability to lift 50 lbs, work outdoors in various weather, and perform physical labor

**Education and Experience:**

- **Computer Skills:** Ability to use computer applications such as e-mail, Google Suite (Calendar, Docs, Sheets, Forms)

- **Language/Math Skills:** Ability to read and comprehend simple instructions, correspondence and memos. Ability to write simple correspondence.; add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals; calculate figures and amounts such as discounts, interest and commissions.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Other requirements:** Must be 18 years of age or older with a valid Driver's License and have access to reliable transportation. Complete successful criminal background and drug testing.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_