



## **POSITION DESCRIPTION: Facility Manager**

Camp Solomon Schechter is seeking a self-motivated, energetic, and detail-oriented Facility Manager for our 180-acre camp property in Tumwater, Washington. The successful candidate will manage and perform the general maintenance, repairs, and upkeep of the property, including buildings, grounds, motor vehicles, and tools. This person will also be responsible for the day-to-day security of the property and overseeing aspects of facility development. The position reports to the Director of Operations.

Camp Solomon Schechter has a 65-year tradition of fun, friendship, and Jewish education in the Pacific Northwest. At CSS we value each child as an individual and strive to support their social and spiritual growth. Our campers have the opportunity to be independent in a safe and nurturing environment. We encourage every camper to try something new, make new friends, make good choices, and grow as leaders and as individuals. CSS is a fully immersive, welcoming, and spiritual Jewish environment.

CSS is also the home of the Stampfer Retreat Center, which is the perfect setting for conferences, retreats, and special events from mid-August through mid-June annually. The Center provides a welcoming, safe, and fun camp environment, steeped in the values of integrity, respect and equitable treatment. Our natural setting, open to all, is a unique and inspiring environment that promotes a sense of community and personal growth through art, culture, sports, and environmental education.

### **Responsibilities**

- Manage the operations of the property in an orderly, efficient, and safe manner, which include:
  - Keeping the grounds (including lawns, trails, and lake features), buildings, and furnishings clean and in good repair;
  - Ensuring the completion of daily, weekly, monthly, and annual maintenance tasks; and
  - Coordinating and planning on-going capital improvement projects.
- Maintain and update inventories of camp equipment and supplies, proactively managing the ordering of supplies and maintenance, repair, and/or replacement needs; maintain and update records of equipment and supplies, including compliance with American Camping Association (ACA), State and Federal record keeping requirements.
- Oversee maintenance and housekeeping staff and contracted labor; contact service personnel (plumber, electrician, etc.) as needed.
- Manage the maintenance and housekeeping budget and work with bookkeeping to keep accurate financial records.



- Manage and proactively address camp security, including being alert regarding the property at all times.
- Be a good ambassador for the camp at all times with the campers, staff, volunteers, rental groups, camp and local communities, vendors, etc.
- Prepare the facility for retreat center groups and ensure the property is cleaned after groups depart.
- Other duties and responsibilities as assigned.

### **Qualifications**

The successful candidate will possess the following:

- High school diploma or equivalent is required.
- Post-secondary education is desired.
- Demonstrated management and record keeping skills.
- Must be experienced in general maintenance duties – general carpentry, minor plumbing, minor electrical work, understanding of HVAC systems, grounds keeping, and other general maintenance duties.
- Must have the ability to operate and maintain equipment.
- Must have effective written and verbal communication skills.
- Must have a valid Driver's License; additional certifications are desired.
- Must be able to meet the physical demands of the job.
- Previous facility management or physical plant experience is desired.

### **To Apply**

This position is full-time (\$35,000 - \$45,000 DOE) with housing (valued at \$30,000 annually) and benefits (health, sick, and vacation). Please submit your cover letter and resume to [jnobbe@campschechter.org](mailto:jnobbe@campschechter.org). Only those whose applications being considered will be contacted.

Camp Solomon Schechter is an equal opportunity employer and considers applicants for all positions without regard to race, color, gender, marital or veteran status, sexual orientation, age, religious belief, political ideology, national or ethnic origin, disability, actual or perceived medical condition, or any other characteristic protected by applicable law.