



Camp Twin Lakes

Site and Facilities Sr. Coordinator - WAW

Job Description

Title: *Site and Facilities Senior Coordinator*

Status: Professional- Full Time

Department: *Site and Facilities*

Reports to: *Site and Facilities Manager and WAW Camp Manager*

For nearly 25 years, Camp Twin Lakes (CTL) has provided life-changing camp experiences to thousands of Georgia's children with serious illnesses, disabilities, and other life challenges. Camp Twin Lakes provides week-long summer camps and year-round weekend retreats at three fully-accessible and medically-supportive campsites, day camps, and through hospital-based Camp-To-Go programs. Camp Twin Lakes collaborates with nearly 60 different nonprofit organizations, each serving a different population, to create customized programs that teach campers to overcome obstacles and grow in their confidence and capabilities. For more information, please visit our website at www.campwinlakes.org

Summary:

The *Site & Facilities Sr. Coordinator* primary responsibilities will include supervising a staff of facilities maintenance workers who perform maintenance service and repairs in the areas of plumbing, carpentry, painting, plastering and machine and electrical servicing for the organization's facilities. Requires 5-7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices and procedures. Relies on experience and judgement to plan and accomplish goals. Performs a variety of complex tasks. Leads and directs the work of others. A wide variety of creativity and latitude is required.

The *Site and Facilities Senior Coordinator* will report directly to the *Site and Facilities Manager*.

Essential Duties and Responsibilities:

Please note: other duties may be assigned based on the needs of Camp Twin Lakes.

- Coordinate maintenance activities and staff for assigned camp site.
- Coordinate housekeeping staff and contracted housekeeping services to ensure camp is clean and sanitary prior to each groups arrival
- Responsible for overall site safety and the removal or repair of hazardous or unsightly items
- Keep all facilities in general good repair
- Help develop and maintain department budgets and communicate with supervisors about any changes in the budget
- Be a part of the project management team for all new construction and coordinate all inspections associated with the project
- Maintain facilities for trash collection, gas and electric companies
- Attend necessary staff training
- Maintain inventory of maintenance and housekeeping supplies and equipment
- Order equipment and supplies as needed, with approval of management, ensuring timely arrival of materials
- Be available during times when campers are present for emergencies on a rotational basis
- Be acquainted with community fire, police and emergency service departments
- Prepare any facility needing outside contract work for easy accessibility by contractors
- Keep and maintain fleet of vehicles in good operating condition. Repair or supervise repair by outside service company
- Maintain grounds and facilities to reduce risk of danger or injury to persons using grounds and facilities
- Maintain wells and pumps in good operating condition to meet water standards. Maintain ground around wells and pumps.

- Maintain and repair HVAC and Hot Water Systems as necessary
- Ensure energy efficiency is being met with regular testing, monitoring HVAC settings, programming and maintaining thermostats, shutting down systems when not in use, and other items identified that promote efficiency
- Responsible for annual inspections including fire safety, pool, etc.
- Maintain and repair pool, pool chemicals, and pool systems as necessary
- Maintain and repair food service equipment as necessary
- Maintain and repair lighting systems as necessary
- Monitor sewer system
- Be knowledgeable of applicable state and federal regulations pertaining to sewer, garbage, electrical, and water standards.
- Maintain a clean and safe work environment through organizing and storing materials and tools, ensure all tool safety is properly functioning and up to date, chemicals are appropriately stored, and other deemed areas are free of debris, safe, and effective.
- Maintain grounds and facilities. Arrange jobs to take advantage of differing weather conditions. Annual jobs may include, but are not limited to:
 - Check and repair chairs, benches and furniture
 - Prepare all vehicles for in-season use
 - Repair and/or rebuild docks
 - Inspect and make necessary repairs on all doors, screen doors, windows, floor boards, rafters, plumbing, walls, porches, roofs, etc.
 - Inspect all buildings and paint when necessary
 - Inspect and repair dining room tables
 - Inspect camp for trees that may need thinning, limbs removed, etc. Prepare trees or supervise contracted tree maintenance work
 - Repair and adjust all small motors (i.e. mowers, blowers, cutters, etc.)
 - Maintain inventory of beds, mattresses, tools and equipment
 - Deep cleaning, including stripping, waxing, and buffing floors
- Communicate daily with site & facilities manager and camp manager and set up a workable and productive schedule
- Create and provide schedules, trainings, task lists, regular feedback, annual reviews, and other leadership for those directly supervised by the position
- Staff, plan and coordinate volunteer projects and days in conjunction with the Volunteer Coordinator
- Assist with special events as necessary
- Complete reports for review by site & facilities manager and CTL Board Committee on progress, problems and projections for repairs and replacement
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required

Additional Requirements:

- Minimum of 2 years related experience.
- Excellent writing, public speaking and communication skills.
- Strong relationship builder.
- Demonstrates high integrity and personal productivity as an example to volunteers, staff, donors, etc.
- A team player that routinely works collaboratively and exhibits a high degree of professionalism
- Strong organizational skills.
- Must be familiar with various tools and equipment
- Drive safely around property
- Observe what needs to be done
- Possess physical strength to lift, dig, load and unload, mop and repair items and equipment
- Periodic week-end work is a must
- Must be able to complete CPO certification within 6 months of hire date