



**JOB DESCRIPTION**

**JOB TITLE: Operations Manager**

**DEPARTMENT: Maintenance / Facility**

**REPORTS TO: Executive Director**

**CAMP MISSION:**

The mission of Camp Big Sky is to provide education, training and skills development to children and adults with disabilities through participation in accessible outdoor activities.

**CAMP VISION:** The amazing place where people of all ages and abilities enjoy the outdoors.

**POSITION SUMMARY:**

Oversees the maintenance of the infrastructure, grounds and equipment. The Operations Manager is responsible for all duties associated with the daily operations of a safe, accessible, fun and well-maintained camp. This position will supervise a seasonal employee and volunteers.

Hourly position March to November annually. No paid vacations, vacation time per arrangements made in advance.

**ESSENTIAL JOB FUNCTIONS/DUTIES:**

Maintenance: Oversees various maintenance operations of the property, including preventative maintenance.

Administrative: recruit, hire, train, direct, and schedule, seasonal staff. Assist with the maintenance portion of the budget process and operate camp within the approved operations budget.

Communication: constant interaction with property management and vendors. This includes daily work orders, volunteers, and tours of camp.

Presence at the camp every day that it is open for the season running from the first week of May until the end of October.

Performs and/or supervises other volunteers in the routine maintenance and repair, as required, of all activity areas, structures, facilities, and equipment.

Supervises volunteers to ensure that all camp activities are provided in a safe, efficient, and least restrictive manner.

Participates, as directed and as skills allow, in the construction of new facilities and venues.

	<p>Performs all grounds keeping duties to include mowing, trimming, raking, litter removal and all other functions necessary to maintain presentable premises.</p> <p>Maintain buildings, cabins, pavilions, boats, docks and other facilities on a regular basis.</p> <p>Maintain adequate supplies for daily operations, make sure restrooms and other areas are clean and stocked for daily use. Collects and disposes of all refuse</p> <p>Maintains all equipment and fuel supplies in a safe and reliable manner.</p> <p>Maintains an adequate inventory of all camp maintenance needs.</p> <p>Overnights: Be available for overnights as needed. Report awake hours to Executive Director.</p> <p>Performs all other duties as assigned by the Executive Director that are reasonably attributed to this position.</p>
<p><b>JOB SPECIFICATIONS:</b>  <i>Education, experience, skills required, equipment used.</i></p>	<ul style="list-style-type: none"> <li>• 4 years or more Maintenance Experience.</li> <li>• A high school diploma or GED equivalency.</li> <li>• Must have strong communication skills, interpersonal relations, and excellent organizational skills.</li> <li>• Must be able to work flexible shifts, and in an environment filled with odors, dust, gas, and smoke.</li> <li>• Must be able to work outdoors with wide variations in temperature.</li> <li>• Demonstrated knowledge in basic carpentry, landscape care, operation of power tools, hand tools, and equipment.</li> <li>• Knowledge of small engine maintenance and repair is preferred with skills to operate a tractor and boat.</li> <li>• A good driving record.</li> <li>• Ability to lift 50 lbs. safely and occasionally 70 lbs.</li> <li>• Demonstrated reliability, punctuality, and the ability to interact comfortably with children and adults with disabilities are important.</li> <li>• Certification in or willingness to obtain CPR, First Aid, and AED.</li> </ul>
<p><b>CERTIFICATION and/or BACKGROUND REQUIREMENTS:</b></p>	<p><u>Background Checks:</u> Criminal, and driving records.</p>

Please submit resume to [exec@campbigsky.org](mailto:exec@campbigsky.org) or mail P.O. Box 56 Farmington, IL 61531