

Job Description

Position: Site Manager



Qualifications

1. At least 21 years of age
2. Good morals and integrity
3. Strong work ethic
4. Good organizational & task prioritization skills

Important components

- This role regularly is required to lift and move objects weighing 50 lbs. or more.
- Criminal, driver, and sexual offender checks are conducted annually for this role. No violent history is mandatory.

Desired, but not required, qualifications

- Member of The Mother Church, The First Church of Christ, Scientist, in Boston, MA.

Status: Full-Time, Non-Exempt, Year-Round, Hourly.

Responsible to: Executive Director

Supervises: one or two seasonal employees in the summer

Necessary Skills

- Ability to prioritize among numerous tasks.
- Experience managing a small annual budget.
- Demonstrated experience in carpentry, plumbing, and electrical.
- Small-engine maintenance experience.
- Familiarity and ability to work in online task management and communication platforms such as Google Drive/Docs, email, and Slack.

General Responsibilities: This position is responsible for the overall facility usability, upkeep, and general functioning of all on-site infrastructures. This includes buildings, utilities (water, sewer, electric, etc.), road maintenance, and storage facilities (tanks).

General site safety largely falls to this role.

Specific Responsibilities

1. Oversee and perform all building maintenance tasks.
2. Coordinate the use of vendors for necessary work.
3. Vehicle maintenance and upkeep, including annual inspections as required by PA regulations.
4. Monthly monitoring of fuel storage tanks and ordering refills as needed.
5. Maintain the approx. 2.5 miles of camp roadways to be usable and passable by vehicle traffic all year. Includes pothole filling and wintertime snow plowing.
6. Assist in the management of nuisance wildlife to protect and minimize destructive actions to the camp personnel and facilities.
7. Support the Camp Director in creating and implementing sustainability efforts to reduce the camp's environmental impact to the extent feasible.
8. Manage removal of trash, recycling, and food waste.
9. Strategize with the Executive and Camp Directors regarding improvements to the overall site usability and building usage and implementation.
10. Support the Executive Director in the implementation of the site Master Plan.
11. Assist in capital construction projects as they may occur.
12. Maintain the camp's water and septic systems; also supports the network administrator in maintaining the camp-side portion of the facility's fiber optic system.
13. Minor landscaping and waterway management & mitigation.
14. Support the Ski & Outdoor Center trail crew/ski groomers in their work.
15. Interface with trespassers and work with the Executive Director and Camp Director to ensure a safe and protected site from unwelcome visitors.
16. Other projects as determined by the Executive Director or Camp Director.

Fiscal Management

1. Tracking of a few modest budget lines.
2. This role regularly will require developing of cost projections and project estimates.

Camper/Guest Responsibilities: None, except as assigned by the Camp Director on a case-by-case basis.