



Title: Property Manager

Type: Year Round, Part Time, Requires Residing at Birchwood

Supervisor: Executive Director

Job Summary:

The Property Manager will provide hospitality through ensuring the physical property of the camp is ready for all who come in contact with it. The Property Manager will be in charge of completing, and as necessary overseeing the completion of, ongoing short-term and long-term facilities projects that support the overall functioning of Birchwood Camp. Working with the Executive Director and Property Committee, the Property Manager will maintain a list of ongoing work and projects, to be done lists, and set maintenance goals. They will work closely with the Executive Director to plan, schedule, prepare for, and host work groups of varying sizes at the camp.

Qualifications:

- Ability to perform physical labor
- Ability to work independently and as part of a team
- Ability to manage many details and deadlines
- Good interpersonal skills; initiative and enthusiasm
- Strong written and verbal communication skills
- Active Driver's License
- Knowledge and skills to perform basic repairs and improvements

Responsibilities:

Facilities

- Hold primary responsibility for proactive general maintenance and repair of camp facilities
- Ability to request additional support from Birchwood community partners when further resources are needed
- With the Executive Director and Property Committee, develop and implement a weekly, monthly and yearly schedule of maintenance responsibilities
- Assist the Executive Director, Property Committee, and the Finance Committee in budgeting costs for maintenance needs, equipment replacement, and proposed development and land management
- Report general condition of camp property at Property Committee meetings
- Maintain an inventory of all tools and equipment
- Keep maintenance records for facilities, equipment, and vehicles
- Ensure that the camp property, facilities and equipment are well maintained
- Work with the Executive Director and Property Committee to schedule and supervise contractors for projects
- Take primary leadership in ensuring that the camp property is welcoming, clean, and safe



Volunteer Coordination and Supervision

- Be responsible for planning, recruiting, and supervising volunteer work crews to include having materials and equipment on hand for projects as needed, and training staff and groups in the proper use of camp equipment
- Provide leadership to volunteer crews so their efforts are safely applied to approved projects
- Work with volunteers to maximize participation and develop positive contributions
- Assist the Executive Director in coordinating with and recruiting volunteer groups from around the country

General Administration

- Attend monthly property committee meetings
- Prepare monthly written reports of projects and progress for the Executive Director and Property Committee
- As appropriate, make purchases for the camp, track receipts, and ensure expenses are in agreement with annual budget
- With the Executive Director, identify areas of larger expenditures and assist in finding and pursuing avenues of fundraising and/or grant writing
- Assist the Property Committee in identifying areas of growth and provide input on property improvements
- Work with the Guest Services Coordinator to meet hospitality needs for guest groups and camps
- Other duties as assigned as appropriate within job duties

The Property Manager should have a desire to serve in cooperation with our Camp mission and vision statements. We use these statements to direct our planning, our programming, and our attitudes towards the campers & guests.

Mission Statement

Birchwood Camp's Mission is to share Christ's unconditional love for all people through intentional hospitality in God's creation.

Vision Statement

All who encounter Birchwood Camp know they are loved by God and welcomed by the community of Christ exactly as they are.