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[www.camptavor.org](http://www.camptavor.org) | [www.facebook.com/camptavor](http://www.facebook.com/camptavor)

## Camp Tavor is seeking a Property Manager

Camp Tavor is seeking a Property Manager responsible for all aspects of the upkeep, maintenance and improvement of buildings and grounds of the camp's site in Three Rivers, MI. The Property Manager will live on site, in a house provided by the camp. The position is part-time from October - April (approx. 10 hrs/week), full-time from May - September (approx. 40 hours/week). The Property Manager ensures that the facility is maintained in excellent working order, and is available for the use of Camp Tavor's programming.

### Responsibilities

#### Building & Property Maintenance

- Ensures that all building systems are operational, safe, and in good repair.
- Maintains records of building plans, warranties, instruction manuals etc.
- Ensures water system is properly maintained and tested.
- Ensures that campgrounds and roadways are maintained properly. This includes lawns (mowing, leaf removal), trees, and flowers.
- Coordinates with relevant utility companies during the camp and winter seasons, including the collection and disposal of trash.
- Coordinates with the Camp Tavor Facilities committee and Executive Director in the onsite supervision the work of outside contractors.
- Responsible for regular scheduled maintenance and repairs of all camp owned vehicles.
- Maintains security of the entire property year-round, including grounds, buildings and equipment.
- Responsible to ensure that all camp buildings and systems are properly secure for winter and opening all camp buildings and systems in spring and assuring their operational integrity.

#### Planning

- Completes an annual review of camp property needs and makes recommendations regarding maintenance and capital projects and operational cost saving measures to the Executive Director and Facilities Committee
- Assist in the preparation of plans and specifications and cost estimates for projects authorized by Facilities Committee - both projects to be completed in-house and projects to be contracted out - for Physical Plant Committee review and approval.

#### Summer Season

- Works with Executive Director and seasonal camp leadership to ensure that the Camp Tavor summer program runs smoothly with regard to facilities and property. This includes: bathrooms, living areas, kitchen and electrical equipment, maintenance and repair of camp owned vehicles.
- Camper Project Support
  - Supporting tool safety training during seasonal staff training to ensure seasonal staff are empowered and knowledgeable for building projects throughout the summer.
  - Serve as liaison/consultant for counselor/camper led building projects.



- Coordinates the services and scheduling of maintenance-related seasonal vendors: Pest control, opening the kitchen, fire extinguisher and alarm testing, etc.
- Responsible for opening, upkeep and closing of pool. Works with the seasonal leadership and Executive Director to train summer pool staff in regular daily pool maintenance.
- Recruits, hires and supervises any hourly maintenance employees hired by the Camp. Responsible for collecting detailed work logs from seasonal employees and sharing with appropriate payroll administrator.

### **Miscellaneous**

- Maintenance of positive relations with Camp Tavor neighbors and the Three Rivers community.
- Cleaning, setup and on-site assistance for limited use by outside groups
- Routine contact with all contracted vendors – ie, delivery scheduling, regular inspection visits, regular maintenance visits, start-up and shutdown.
- Responsible to ensure that activities on camp property during off-season are aligned with Camp Tavor's values and principles.
- Manages season-extension initiatives in the farm.

### **Qualifications**

Camp Tavor is seeking candidates enthusiastic about contributing to a residential youth summer camp program. Candidate qualifications include:

- A demonstrated commitment to meeting a high bar.
- Must be able to independently carry out assigned tasks demonstrating good time management & personal motivation.
- Demonstrated experience managing multiple projects, ability to prioritize workload and respond appropriately to changing circumstances.
- Demonstrated knowledge of use and care of trade-related tools and equipment.
- Demonstrated ability to interact respectfully with diverse stakeholders, including: neighbors, community partners, staff, campers, parents and guests in all areas.

### **Compensation**

Compensation for this position is commensurate with experience and includes use of the house on the camp's grounds as well as utilities to provide, heat, water, and electricity. Living on the premises is a condition of the position and is also provided for the convenience of the employee. The position also includes use of camp vehicles for camp business only.

**The start date for the position is approx. March 1 2018.**

### **How to Apply**

Email a resume, cover letter and three (3) professional references to [info@camptavor.org](mailto:info@camptavor.org) with the subject "Application for Camp Tavor Property Manager Position". Applications will be reviewed on a rolling basis. **Application deadline is October 7th, 2018.**