



Position Title: Assistant Camp Facilities Manager  
Reports to: Camp Manager  
Salaried, Exempt Staff

Youthfront has an immediate opening for a safety minded, flexible, individual to serve in the role of Assistant Camp Facilities Manager.

TASKS & DUTIES:

- Responsible for assigned projects relating to the camp's overall building, grounds, equipment maintenance, and upkeep
- Assist with projects related to maintenance and capital improvements for all Youthfront properties and facilities, as needed
- Host retreat groups on site as needed and/or be on call for retreat groups as needed
- Immediately communicate to the Camp Manager any issues which would put the safety or wellbeing of the camp, its property, its staff, or its activity participants in jeopardy or harms way
- Supervise summer staff and/or retreat staff, as assigned

Misc. Tasks

- Assist with organization wide fundraising events
- Maintain a positive working relationship with key vendors and distribution partners
- Raise and maintain financial support for the organization

QUALIFICATIONS:

The work environment and physical demands of this position vary widely. Must be comfortable working in and/or around an office environment, outdoors, maintenance buildings, cabins, warehouse, and/or various camp facilities, including pools, lakes, and docks.

Position requires regular lifting of 15-75lbs.

Position requires the ability to operate farm and construction equipment.

Basic knowledge of food services and safety.

Willingness to obtain required permits or licenses related to the functions of the job.

Knowledge of basic mechanical, construction, and maintenance issues

Education: Associate's Degree or Equivalent Work Experience

Computer Skills: Microsoft Office Suite, Internet, and Email

Other Requirements: Valid driver's license

Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the functions of this position.

This position description is a general guide for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.