



*Job Title:* Facilities Coordinator  
*Location:* Mount Gilead, Ohio  
*Job Status:* Full Time  
*Reports To:* Facilities Manager  
*Department:* G&A | Facilities

*Duties & Responsibilities:*

- Prepare and coordinate Fire Marshal walk-through for fire code inspection.
- Work alongside of camp opening and closing workday groups.
- Work alongside workday crews. (Up to 100 individuals)
- Be prepared to Fill in as acting role of safety in case of emergency to facilitate camper safety in the event of an emergency. During standard sessions respond to facility requests as needed.
- Complete daily rounds of facilities and grounds, to ensure all areas are in good condition.
- Ensure prior to each camp, all buildings and program areas are ready for campers, and accessible for safety.
- Maintain passable roads and paths throughout the year to needed buildings.
- Complete and record facilities requests in a timely manner.
- Complete and record Facilities checklists. (Vehicle maintenance, filter checks, etc.)
- Assist in opening and closing of all activity areas. (Pool, buildings, grounds, lake)
- Upkeep of campgrounds. (Mowing, weeding, drainage, paths, etc.)
- Assist Facilities Manager in management of technology devices and needs
- Assist in set up and tear down for events and Guest Experiences

*Key Requirements:*

- Have knowledge and ability on how to use power tools. (Drills, saws, sanders, etc.)
- Have knowledge and ability on how to use power equipment. (Power washers, blowers, boom lift)
- Be able to read and understand building prints.
- Be comfortable working in the elements (rain, snow, heat, etc.)
- Understanding of IT processes and procedures
- Able to provide onsite overnight coverage for the roll of "safety" and facility's needs.

*Qualifications:*

- High School Diploma
- Valid Ohio Driver's License and acceptable driving record
- Desire to work in a residential camp community
- Working knowledge in engineering, painting, construction, carpentry, electrical, plumbing, water and sanitary systems, ground keeping, vehicle and machinery operation and maintenance.
- Proficiency in the safe and proper use of power equipment and tools, heavy and light machinery and building materials.
- Ability to understand and implement safety regulations and procedures.
- Ability to communicate policies and procedures to campers, staff, volunteers, and guests.
- Ability, both visual and auditory, to identify and respond to safety and environmental hazards and inform campers, staff, volunteers, and guests.
- Physical strength to lift equipment and supplies (up to 65 pounds, and 40 pounds overhead)
- Physical mobility and endurance to perform tasks while standing/walking/climbing for extended periods of time (60 minutes or more).
- Ability to safely drive cars, light trucks, tractors, and other motorized vehicles.

*Expectations & Requirements for all Flying Horse Farms Staff*

We live our Values. We are each responsible for knowing our values and nurturing our culture:

- We are All In. We demonstrate a willingness to do what it takes to get the job done, we are supportive and loyal, show up present and ready and we are passionate about "Campers First."

- We have an Attitude of Optimism. We find what is working and make more of that happen, demonstrate adaptability within ambiguity, spread joy and hope and ensure everyone we interact with feels "Welcomed Home."
- We are Trustworthy. We are consistent, dependable, steady, truthful and operate with transparency, take ownership of our work and "See the Best" in others.
- We Take Initiative. We are driven, work towards goals with fortitude, pay attention to details and find innovative solutions with "Fearless is Free" attitudes.

**One Barn:**

At Flying Horse Farms, we believe in providing the opportunity to engage and learn cross departmentally. To demonstrate this and underscore our operating core value of All In, every employee at FHF participates in organization-wide and/or cross departmental efforts. While included in all team member position responsibilities is the agreement of "other duties as assigned" or "not assigned," we at FHF desire to be All In and agree too and partner on tasks, projects, and teamwork that support the operations and mission of the organization by completing tasks or assignments that may normally fall outside of your job description. Examples of this include but are not limited to fundraising, event assistance, program participation, facilities assistance work, "volunteering/working" for a camp session, and supporting alternative revenue efforts as appropriate. At FHF we fondly refer to this approach to All In as The One Barn.

*Flying Horse Farms provides magical, transformative camp experiences for children with serious illnesses and their families – free of charge. Located on 200 acres in Mt. Gilead, Ohio, camp first opened its gates in 2010 and hosts about 900 children and families each year. Flying Horse Farms is the first camp in the Midwest to become a full member of the SeriousFun Children's Network. Founded in 1988 by actor, philanthropist and Ohio native Paul Newman, the Network is a community of independently managed and financed camps and programs creating opportunities for children with serious illnesses and their families. The Network has evolved from one camp to a global community serving 732,000 children and families across five continents.*

*The children who attend camp have illnesses including cancer, heart conditions, rheumatoid arthritis, blood disorders, asthma, gastrointestinal disorders, and facial anomalies.*

*At Flying Horse Farms, for a weekend or week at a time, being sick takes a backseat to being a kid. And fun is priority number one. Campers participate in activities like swimming, boating, fishing, archery, high ropes and arts and crafts. Campers receive first-rate care at our on-site health center, staffed 24/7 by medical professionals from children's hospitals across Ohio and beyond. Flying Horse Farms is an ACA-Accredited Camp with the American Camp Association.*

Accepted: \_\_\_\_\_

Date: \_\_\_\_\_