



TITLE:	Facilities Manager
LOCATION:	Mt. Gilead, Ohio
JOB CLASS:	Full Time
REPORTS TO:	Director of Facilities
TEAM:	Facilities

Facilities Manager

The **Facilities Manager** will work, under the direction of the Director of Facilities, to maintain the camp property, site, grounds, and facilities. The Facilities Manager will ensure the camp facilities and grounds are prepared to the highest safety standards for the primary purpose of implementing camp programs for children with serious illnesses and their families.

Team Overview

The **Facilities Team** is responsible for the daily upkeep, maintenance, construction and sustainability of camp grounds and physical structures. This includes 196 acres, our main office/volunteer housing, 24 camp buildings, 6 program areas, 2 ponds, and 1 pool.

Responsibilities

Leadership & Management

- Coordinate Camp Creator work day crews (up to 100 individuals). Coordinate with Development team to produce annual Camp Creator program logistics and calendar.
- Provide daily supervision of assigned year-round, seasonal and volunteer team members.
- Coordinate natural resources of the camp to ensure protection and proper utilization occurs.
- Collaborate with Director of Facilities to guide building and maintenance plan to ensure proper code requirements and longevity of assets.

Compliance

- Manage camp vehicle policies and procedures in compliance with ACA and SFCN standards.
 - Collaborate with Camp Operations team to maintain ACA accreditation and SFCN designations.]
- Maintain, review and uphold assigned facilities compliance indicators for the ACA certification and SFCN criteria

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Maintenance & Grounds

- Complete daily rounds of facilities and grounds, to ensure all areas are in a well standing condition.
- Maintain passable roads and paths throughout the year to needed buildings.
- Complete and record Facilities checklists. (vehicle maintenance, filter checks, etc.)
- Complete and record facilities requests in a timely manner.
- Upkeep of camp grounds. (mowing, weeding, drainage, paths, etc.)
- Assist in opening and closing of all activity areas. (pool, buildings, grounds, lake)

Contracts & Vendors

- Coordinate vendor relationships and scheduling of garbage, recycling, natural resources (fuel, diesel, propane), pest protection

Cross Departmental Team

- Plan work alongside of camp opening and closing workday groups.
- Fill the role of SAFETY on Emergency Staffing Table in case of emergency to facilitate camper safety in the event of an emergency. During standard sessions respond to facility request as needed. Maintain training.
- Ensure prior to each camp, all buildings and program areas are ready for campers, and accessible for safety
- Assist in planning, set up and tear down of Flying Horse Farms' events such as Campfire.

- Assist in woodshop program planning and ensure operational and functional for camp.

Camp Operations:

- Manage placement of full-time camp staff into seasonal residences on property

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Required Skills and Experience

- High School Diploma
- Valid Ohio Driver's License and ability to meet minimum camp insurance requirement
- Desire to work in a residential camp community
- Be able to read and understand building prints
- Be comfortable working in the elements (rain, snow, heat, etc.)
- Good character, integrity, adaptability, patience, self-control, and self-discipline.
- Working knowledge in engineering, painting, construction, carpentry, electrical, plumbing, water and sanitary systems, grounds 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 40 pounds)
- Physical mobility and endurance to perform tasks while standing/walking/climbing for long periods of time (60 minutes or more).
- Ability to safely drive cars, light trucks, tractors and other motorized vehicles.
- Ability to be on call and accessible during overnight hours

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's 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 and steady, truthful and operate with transparency, take ownership for 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 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 healing, 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 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 one million 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.