

facilities manager

Type: Year-round, full-time, paid position providing operations support

Start Date: June 1, 2012

Bayside Camp is a non-profit, year-round Christian camp and retreat centre conveniently located minutes from downtown Halifax along the pristine lakefront of Third Pond. Whereas we welcome all ages to high-quality, life-changing camp experiences throughout the year our skilled staff are carefully selected with our campers and guests in mind. Staff are recruited not simply for their ability to perform their duties but also for their trustworthy character and commitment to serving campers and guests with an exceptional standard of care.

The Facilities Manager reports to the Executive Director and is responsible to provide management and supervision to the facilities, site and equipment required to operate Bayside efficiently.

Responsibilities include:

- General year round management of facilities, site and equipment
- Coordinate special projects
- Develop comprehensive stewardship plan including routine systems for preventative care
- Supervision and coordination of teams working on camp and / or work crews
- Management of camp files as per privacy policy
- Correspondence, including phone calls, email and mailings
- Assist with special events and / or in other aspects of the ministry as requested

Requirements include:

- Growing, personal relationship with Jesus
- Active member of an evangelical church
- Minimum of 4 years post secondary education
- Minimum of 2 years Christian camping experience preferred
- Minimum of 2 years facilities management experience
- Valid drivers license
- Good health and stamina
- Working experience in carpentry, electrical, plumbing and mechanics
- Ability to handle sensitive/confidential situations with respect
- Ability to coordinate and coach teams toward completion of a project
- Ability to organize and plan with attention to detail
- Exceptional written and verbal communication skills
- Computer literacy, including experience with Microsoft Office and database software
- Ability to actively contribute as a member of a team
- High energy, positive attitude
- Ability to take initiative and self-direct
- Available to work on-site at camp office in Sambro Head

Interested candidates with the listed requirements are asked to submit their cover letter and resume via email to ben@baysidecamp.org. While we thank all candidates for their interest only those receiving serious consideration will be contacted.



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