



Facilities Manager

We are a unique camp, educational, and retreat center, made up of diverse and faithful people, that provides a safe natural environment to learn about self, community, nature, and God. Our vision for Camp Arrowhead is to be a sacred place for building community, nurturing all people, and spreading love in the world.

JOB SUMMARY/GENERAL RESPONSIBILITIES

Reporting to the Executive Director, the Facilities Manager oversees the maintenance, safety, and operation of all camp buildings, grounds, utilities, vehicles and equipment, ensuring a safe and welcoming environment for campers, groups and staff. Key responsibilities include coordinating maintenance staff and volunteers, performing repairs, ensuring regulatory compliance, and managing seasonal camp and retreat preparations. This is a year-round, full-time, salaried, exempt position with required on-site housing. The candidate must be able to work a flexible on-call schedule, including weekends and evenings as needed to support our guests and to handle emergency repairs.

As Facilities Manager, you will be expected to exemplify the high moral and behavioral standards that have become so much a part of the "Arrowhead Tradition," while enforcing and promoting camp's policies, guidelines and traditions. Additionally, you will maintain a positive image and strong working relationship with all staff, guests and camp clientele.

START DATE: December 2026/January 2027

RESPONSIBILITIES INCLUDE:

MAINTENANCE:

- Maintain and repair, including but not limited to carpentry, electrical, plumbing, grounds, pools, vehicles, watercraft and refrigeration.
- Maintain insect control plans.
- Order and maintain all supplies, tools, and equipment necessary for the maintenance and operation of the camp and retreat facilities.
- Collaborate with staff to ensure smooth operations.
- Participate in site studies, surveys, or assessments as needed.

PREVENTIVE MAINTENANCE AND SAFETY:

- Inspect and ensure that all aspects of property, facilities, roads, grounds, and vehicles are in good repair, appearance and safe condition.
- Acquire, document and post all permits, inspections, paperwork and registrations as needed to continue the safe and legal operation of facilities and equipment.
- Implement a preventative safety plan to proactively survey property, equipment, and vehicles for general upkeep and possible damage.
- Create and fulfill weekly, monthly, and annual facility priorities.
- Internalize camp's Emergency Action Plan, read and understand The Diocesan Personnel policy and Summer Camp manual.
- Uphold all American Camp Association standards.

SUPERVISION:

- Hire and supervise outside contractors for malfunctions that are beyond competence or scope of this position.
- Supervise safe operation and maintenance of the swimming pools.
- Coordinate facility staff and volunteers.
- Manage and organize new building and renovation projects.

CAMP SUPPORT (SUMMER FOCUS)

- Manage and coordinate facility preparations for summer camp with Camp Director.
- Work with the Summer Camp Director to supervise, monitor and assign jobs to the outside service crew.

RETREAT ADMINISTRATIVE SUPPORT (FALL/WINTER/SPRING FOCUS)

- Greet, host, assist, attend and/or monitor off-season groups as needed.
- Support kitchen and retreat team with logistical coordination to ensure seamless retreat experiences.

ADDITIONAL DUTIES:

- Attend workshops as needed to retain certifications or update knowledge as applied to the safe and legal operation of the camp.
- Serve as on-site contact for emergencies when Executive Director or Camp/Retreat Directors are not on-site.
- Actively participate in year-round camp activities such as benefits, parades, dinners and social events.
- Participate in all team and individual support meetings as requested by the Executive Director.
- Effectively manage the maintenance budget.
- Other duties and projects assigned by the Executive Director.

REQUIRED SKILLS & QUALIFICATIONS:

- Passionate about customer service.
- Skilled in problem-solving and prioritizing, demonstrate initiative and effective time management; able to handle multiple priorities simultaneously.

- Flexible to work on a non-traditional schedule based on and around facility use.
- Able to operate tools and possess mechanical aptitude.
- Familiar with carpentry, plumbing, electrical, and HVAC systems.
- Comfortable working outdoors in various weather conditions (heat, humidity, cold, etc.).
- Able to climb ladders, paint, dig holes, and move heavy machinery on a regular basis.
- Able to lift and carry items weighing up to 50 pounds on a regular basis.
- Able to work both independently and as part of a team.
- Possess a pool operator certification (or willing to certify).
- Possess valid driver's license and boater's license (or willing to obtain).
- Proficient with Microsoft Office Suite and/or Google Workspace, databases, and online platforms or willing to learn.
- Willing to certify as ropes instructor and/or lifeguard.
- Satisfactorily complete a criminal background check & motor vehicle/driving record review.

PREFERRED QUALIFICATIONS:

- Familiarity with Episcopal Church values and traditions is a plus, aligning with our mission where ALL are welcome
- Experience working with youth & young adults
- Experience working at a summer camp and/or retreat center

EQUIPMENT USED:

- Camp vehicles & trailers
- Hand tools, power tools, ladders, groundskeeping equipment and other common maintenance and repair equipment as needed
- Pool chemicals

COMPENSATION & BENEFITS:

- Exempt position - \$60,000 per year
- Lay Defined Benefit Plan, including life insurance and 9% pension
- Enrollment in the base medical, dental and vision plan, covering both employee and family options, if needed
- 22 vacation days, 12 holidays per year
- Onsite housing

There will be times when you will be expected to help with duties not specifically listed in the description. Accepting a position at Arrowhead is more than a job as you will be part of a team with the goal of always working toward the mission of Camp Arrowhead.

To apply, please send resume and cover letter to Darlene Calton at dcalton@camparrowhead.net.

09/2026