

HELLO!
WE WOULD LOVE
TO MEET YOU!

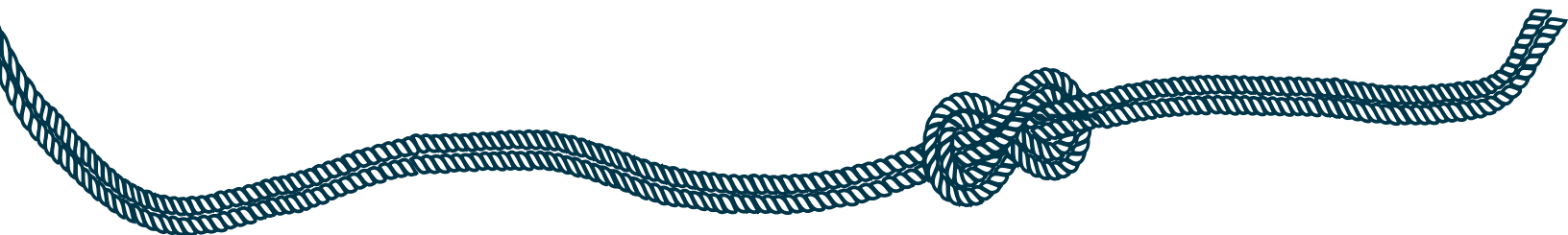


ABOUT US

In 1922 the Convention of Baptist Churches of BC appointed a camp committee. Its instructions were quite specific: “to enquire into, and investigate, the desirability of establishing a permanent Baptist Summer conference and camp, the design of which is to furnish, chiefly, a rallying place for young people of our churches and congregations, and to combine in its program, instruction, inspiration, recreation and rest.”

Following those instructions, Keats Camps was established, and we held our first camp in the summer of 1926. As a ministry of the Canadian Baptists of Western Canada, we have been providing fun and exciting weeks of camp every summer since then.

Keats continues to be a special place for all who visit. Thriving during the summer months, our property comes alive with almost 2000 campers, staff and all of their visiting family & friends. The fun continues year-round with our various rental groups, retreats, work parties and Outdoor Education programs. We believe in mentoring our campers and staff and helping them build faith in Christ, as well as the self-confidence and abilities that will help them in all walks and stages of life.



SIMPLE FACTS ABOUT OUR KEATS

ESTABLISHED IN //	1926
FULL TIME STAFF //	4
PART TIME & SEASONAL STAFF //	75+
SUMMER CAMPERS //	1600
SHOULDER SEASON GUESTS //	1000+

“MY DAUGHTER HAD SUCH A BEAUTIFUL EXPERIENCE AND LEARNT SO MUCH ABOUT HERSELF. THE STAFF AND VOLUNTEERS AT KEATS CAMPS ARE TRULY HEAVEN SENT.”

Our BELIEFS



Mission

Proclaiming Christ through quality camping opportunities and discipling Christian leaders.



Vision Statement

Anchoring a New Generation For Life

ASSISTANT FACILITIES MANAGER

JOB SUMMARY

The Assistant Facilities Manager is responsible for directing, supervising, coordinating, and completing all tasks required to maintain the camp facilities, property, and equipment. This is a management level position, supervising and coordinating the daily activities, which may include technical guidance to skilled and semi-skilled workers or volunteers.

- The overarching goal in all that we do is to model Christ to all those who come to Keats Camps, including all the staff and volunteers. Those who come to Keats should go away knowing that they have been a part of a community that is something different, and infinitely better, than what the world has to offer.

WORKING RELATIONSHIP

- Reports to the Facilities Manager
- The Facilities Manager, in consultation with the Executive Director, is responsible for the hiring, discipline, and direction of this position. The Assistant Facilities Manager reports and is responsible to the Facilities Manager
- We're an "all hands on deck" team, so we serve and support one another where there is a need.

PRIMARY RESPONSIBILITIES

KEY ACCOUNTABILITIES



The Assistant Facilities Manager will work closely with other staff and camp users to provide a quality facility capable of supporting a variety of ministry uses.

The Assistant Facilities Manager will assist in maintaining the highest possible level of operational effectiveness for all aspects of the Keats Camps facility, equipment, and grounds.



01 GENERAL DUTIES

- Deal with site security at the time they arise
- Upkeep and general care of property and facility
- Ensuring garbage is properly removed
- Manage proper recycling system
- General maintenance and minor repair work including doors, windows, toilet seats and flushes, furniture, and some painting of doors and walls
- Preparation of facilities for camp, rentals, and other groups coming to Keats Camps
- Complete projects assigned by the Facilities Director
- Attend regular staff meetings with Facilities Director
- Manage, work with, and participate in the projects and needs of volunteer work parties.
- Pick up of supplies and mail
- allocated budget and finding ways to save and cut costs.

PRIMARY RESPONSIBILITIES CONTINUED



02 GROUNDS MAINTENANCE

- Assist the Facilities Manager with mowing of all the lawns, spraying and removal of weeds, and the pruning and health of all trees
- Maintaining and repairing all roads and paths by applying gravel as needed, grading, and ensuring all steps, ramps and landings are sanded and kept free and clear of ice and snow
- The cutback and removal of growth in road ditches, along the shoreline, and around all buildings and structures



03 FACILITY MAINTENANCE

- Ensure all buildings (inside and outside) are clean, clear of debris, and well maintained
- Complete all repairs required to dock system
- Ensure the cleaning of all washrooms on a daily basis (or more frequently as required) during the summer season, and as required during the off season; cleaning of all buildings and kitchen facilities, BBQ, recreational areas, machinery, equipment, tools, workshop and machinery shed
- The spring cleaning of each cabin, and all washrooms on camp property, to be ready for the first use of the season.
- Major cleaning of meeting areas which may include the removal and cleaning of all furniture and appliances, and repairing appliances as required
- The pickup and removal of garbage on a daily basis (or more frequently as required) during the summer season, and as required during the off season
- The minor repair (electrical, carpentry, plumbing) and painting of all buildings, as well as the minor repair of equipment as required
- The winterizing of the cabins, washrooms, showers, and waterfront;

PRIMARY RESPONSIBILITIES CONTINUED



04 ACCESS CONTROL

- Ensuring that only authorized individuals are allowed access to the property
- That appropriate action is taken in the event that someone must be denied access to or removed from the property
- Providing site security throughout the year by, but not limited to, conducting routine foot patrols of the grounds, buildings, and recreational sites, checking windows and doors for forced entry, checking on furnaces, water, septic, hydro, snow, and ice build-up on



05 EQUIPMENT MAINTENANCE

- Make sure all equipment is clean and well maintained
- Make sure all vehicles and vessels are inspected and routine mechanical maintenance is completed
- **Automotive and Boat Mechanical Experience is required**



06 SUMMER CAMP

- In tandem with the Facilities Manager, coordinate with Program Director any property or facility related issues affecting summer program or staff
- In tandem with the Facilities Manager, assist Program Director with any property and facility needs to further camper programming.
- Direct, encourage, mentor, and train property/facility related summer staff

PRIMARY RESPONSIBILITIES CONTINUED



EXPERIENCE, CERTIFICATIONS & QUALIFICATIONS

Minimum Qualifications

- Familiarity with residential/overnight camping
- Valid driver's license
- Valid Commercial Boating License (SVOP) or willing to obtain
- Willingness and ability to live and work 5 days per week in a rustic island setting
- Commitment to creating a dynamic, collaborative and creative work environment
- Demonstrated ability to work effectively, both independently and as a member of a cooperative staff team
- Excellent interpersonal and customer service skills
- Demonstrated basic ability in a wide range of skills, i.e., experience and skill in gardening, landscaping, carpentry, plumbing, electrical
- Extensive experience with mechanics, vehicle maintenance, and boat maintenance
- Must be actively following Christ and support the vision of Keats Camps
- A willingness to learn and grow
- Upon hire, a completed criminal record check , including vulnerable sector search must be filed with the Keats Camps office
- Ability to manually lift and transport 40 lbs. for extended periods of time.

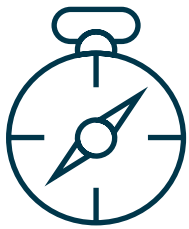


RENUMERATION

- This is a Full Time Position, Salary based on experience.
- On Island Living accommodations are provided on

INTERESTED?

SUBMIT AN APPLICATION
TODAY!



READY TO APPLY?

Submit your Cover Letter and Resume Today.
[\(Submit Here\)](#)

GOT QUESTIONS?

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