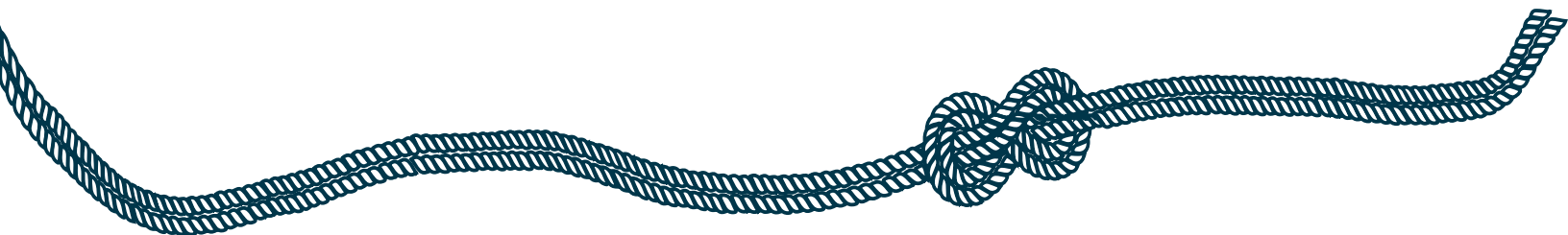


ABOUT US

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

POSITION OVERVIEW

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

Keats Camps exists to model Christ to all those who come, including all the staff and volunteers.

ORGANIZATIONAL STRUCTURE

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.

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.

PRIMARY RESPONSIBILITIES



01 GENERAL DUTIES

- Prepare facilities for camp, rentals, and other groups coming to Keats Camps
- Complete projects assigned by the Facilities Director
- Attend regular staff meetings with the Facilities Director
- Manage, work with, and participate in the projects and needs of volunteer work parties
- Pick up of supplies and mail
- Provide regular checks on furnaces, water, septic, hydro, and roofs



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 ACCESS CONTROL

- Ensuring that only authorized individuals are allowed access to 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 roofs, and responding appropriately to trespassers

PRIMARY RESPONSIBILITIES CONTINUED



04 FACILITY MAINTENANCE

- Ensure all buildings, recreational facilities and equipment are clean and well maintained, including winterizing for the off-season
- Complete all repairs required to dock system
- General maintenance can include, but is not limited to, doors, windows, bathroom fixtures, flooring, boardwalk, trails, archery range, skateboard park, etc
- The spring cleaning of each cabin and all washrooms on camp property
- The pickup and removal of garbage as required
- The minor repair (electrical, carpentry, plumbing, painting) of buildings, and minor repair of equipment as required
- Monitoring and inspecting the septic systems, holding tanks and related electrical systems



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
- Automotic and Boat Mechanical Experience is required



06 SUMMER CAMP

- 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

- Valid driver's license
- Valid Commercial Boating License (SVOP) or willing to obtain
- Willingness and ability to live primarily 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
- Must be able to see jobs that need doing and DO them
- Excellent interpersonal skills
- Demonstrated basic ability in a wide range of skills: carpentry, plumbing, electrical, mechanical
- Experience with mechanics, vehicle maintenance, and boat maintenance
- Ability to manually lift and transport 60 lbs. for extended periods of time
- 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 with a Vulnerable Sector Search must be filed with the Keats Camps office



RENUMERATION

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

READY TO APPLY?

E: randy@keatscamps.com

P: 778-886-3258