



Camp Bennett Maintenance Manager

Reports to the Director of Camp Bennett

Purpose: Oversee the maintenance needs of Camp Bennett. Handle general maintenance needs, plan for and implement preventative and long-range maintenance projects and handle emergencies.

Major Responsibilities:

70% Maintenance

- Ensure that Camp Bennett is safe and up to code.
- Handle the daily maintenance of Camp Bennett grounds, which includes, but is not limited to, lawn care, debris control, painting, building upkeep, and annual seasonal work.
- Maintain records of supplies and orders.
- Clear and treat sidewalks, parking lots, and driveway during winter seasons.
- Inventory all assets at Camp Bennett.
- Assisting in the repairs of buildings and facilities, including plumbing and electrical when appropriate
- Performing all duties in accordance with prescribed regulatory compliance guidelines, including local, state and federal guidelines as well as American Camp Association accreditation standards.

20% Plan for and implement long range maintenance projects

- Collaborate with Director to determine future needs at Camp Bennett
- Support Director with details to complete projects timely
- Act as a liaison in the absence of the Director
- Prepare a list of equipment needs for all projects
- Assist Director in creating a time-line for projects

10% Other duties as assigned

- Be available and prepared to handle maintenance emergencies.
- Maintain a list of approved vendors needed to repair and service Mission property.
- Remaining on-call in case of emergency and other duties as they arise
- Special projects assigned by CEO

Requirements:

- High school diploma
- Five years or more related experience and/or training.
- Experience operating and maintaining a tractor and mowing equipment.
- Ability to do heavy lifting, bending, stooping, standing, walking for extended periods. Work involving climbing ladders.
- Ability to cut grass and other landscaping without limitation or issue
- Valid driver's license.
- An active member in a local Christian church and agreement with the Mission's statement of faith, required.

About

Central Union Mission is a faith-based 501(c)(3) nonprofit organization and the oldest private social service agency in Washington, DC. In addition to its emergency shelter, which provides almost 60,000 bed-nights each year, the Mission operates a holistic, Christ-centered transformation and workforce development program for men, provides benefits for veterans, helps people overcome addictions, operates a food and clothing distribution center which provides food for over 4000 people each month, runs a camp for underprivileged children, and offers a ministry to families and senior citizens. Charity Navigator has rated Central Union Mission as a three star charity, GuideStar awarded Central Union Mission a Gold Seal for our financial transparency and GreatNonProfits has given Central Union Mission a Top-Rated award.

Camp Bennett Christian Ministry Center – Statement of Purpose

The Camp Bennett Christian Ministry Center exists to provide an affordable venue for Christian events, camps, retreats and other activities directly related to Christian ministry and Christian purpose. Camp Bennett also offers local sports teams rental access to our gym and field facilities.

Interested applicants should contact Carrie Kelley at ckelley@missiondc.org