



Job Title: Facilities and Maintenance Director**Compensation:** \$825-\$875 weekly

- 40-45 hours per week, Sunday-Thursday or Monday-Friday
- Full room and board provided (housing, food, internet, utilities, laundry for the entire duration of the season, including weekends and seasonal breaks)
- Full accommodations for dietary restrictions/preferences

At Camp Tamarack, we host overnight outdoor school, summer camp, and classroom programs on 27 acres surrounded by beautiful National Forest. We're currently looking for a Facilities and Maintenance Director to join our team. This role is essential in maintaining and improving the camp's infrastructure, ensuring a safe and welcoming environment for our campers, staff, and visitors.

Our facilities include 20 camper cabins, a main lodge, staff housing, a commercial kitchen, a waterfront, a water system, and a network of trails—all of which require ongoing maintenance and occasional improvements. The Facilities and Maintenance Director will lead the team responsible for the upkeep and improvement of these facilities.

We are accepting applications until the position is filled. If you're passionate about facilities management and want to contribute to making Tamarack an incredible place to be, we would love to hear from you! Please send your cover letter and resume to Sami@Camptamarack.com

Camp Tamarack is an equal-opportunity employer. We welcome the unique contributions that you bring to our program including your culture, ethnicity, race, gender identity and expression, nation of origin, age, languages, veteran status, religion, ability, sexual orientation, and beliefs. We value diversity and are committed to creating an equitable and inclusive environment for all students, volunteers, and employees. Our commitments include:

- Normalizing pronoun use during meetings and programs
- Providing needs-based scholarships to students
- Providing justice, equity, diversity, and inclusion training to all staff
- Incorporating land acknowledgments in programs
- Using trauma-informed, culturally responsive student support strategies
- Providing accommodations for students to participate in our programs and for staff to lead programs

2025 Season Dates:

- **Spring Outdoor School**
 - Staff training: April 6th-11th
 - Programming: April 14th-June 6th
- **Summer Camp**
 - Staff training: June 15th-June 20th
 - Programming: June 22nd-August 15th

- Camp for Children with Type 1 Diabetes: August 17th-20th
- **Fall Outdoor School**
 - Staff training: September 8th-12th
 - Programming: September 15th-October 31st
- **Winter**
 - December 1st - March 3rd
 - Hourly work is available on site during this time of year based upon facilities projects and skill set

Job Description:

At **Camp Tamarack**, the Facilities and Maintenance Director is responsible for repairing and maintaining the camp's buildings, grounds, equipment, and other facilities in alignment with the camp's mission and policies. This position involves a variety of tasks, including general maintenance, landscaping, and janitorial duties, all of which contribute to creating a safe, clean, and welcoming environment for campers and staff. While this position focuses on facilities upkeep, the director will interact with campers, ensuring that work occurs alongside programming in a way that supports the overall camp experience.

Key Responsibilities:

- **Facility Repairs and Maintenance:** Perform general repairs and maintenance to camp buildings, cabins, and structures, including plumbing and electrical work.
- **Groundskeeping and Landscaping:** Maintain camp by picking up sticks, raking, blowing leaves, weed-whacking, and performing other tasks to keep the grounds looking tidy. Manage composting and assist with seasonal landscaping tasks.
- **Maintaining Water Filtration System** and daily/monthly regulation reporting
- **Maintaining user trails and road** leading to Tamarack
- **Cleaning and Janitorial Duties:** Regularly clean the Dining Hall, including sweeping and mopping dining rooms, cleaning restrooms, and ensuring the space remains welcoming for meals and gatherings. Perform general housekeeping tasks across camp facilities, including sweeping and mopping common areas.
- **Trash and Waste Management:** Ensure that trash is properly disposed of throughout the camp, including daily removal of waste from common areas and cabins.
- **Painting and Exterior Care:** Perform painting and scraping to maintain the appearance and safety of buildings, ensuring structures are weatherproofed and well-kept.
- **Heavy Lifting and Physical Tasks:** Handle heavy lifting as required for facility repairs, maintenance, and landscaping duties. This may include moving furniture, equipment, and supplies.
- **Safety and Cleanliness Standards:** Maintain a safe and clean work environment, adhering to established camp procedures, including the safe use of ladders and other equipment.
- **Collaboration with Camp Programming:** Work in close collaboration with camp programming staff to ensure facilities are maintained without disrupting camper activities. Engage with staff and campers in a positive, inclusive manner while working around scheduled programming.

Equipment Use:

- Rakes, shovels, and other manual tools
- Leaf blowers, weed-whackers, and other mechanical tools
- Cleaning products, brooms, and mops
- Chainsaw/Log Splitter

- Golf cart, pick-up truck
- Ladders
- Tractor
- Truck/Plow

Required Skills:

1. **General Maintenance Expertise:** Strong skills in performing general facility repairs, including plumbing, electrical work, painting, and minor carpentry. Ability to assess and address building issues quickly and safely.
2. **Landscaping and Groundskeeping:** Experience with maintaining grounds, including grass cutting, leaf blowing, weed-whacking, and general grounds upkeep. Ability to perform outdoor tasks in all weather conditions.
3. **Janitorial and Cleaning Duties:** Experience with cleaning and maintaining public and private spaces, including kitchens, dining areas, and restrooms. Must be able to manage cleaning schedules and ensure spaces are sanitary and presentable.
4. **Heavy Lifting and Physical Labor:** Ability to lift and move heavy objects, work in physically demanding conditions, and perform tasks that require physical strength and stamina.
5. **Safety Awareness:** Knowledge of safety protocols, including the proper use of tools, ladders, and machinery. Ability to maintain a clean, hazard-free environment for staff and campers.
6. **Inclusive Communication:** Ability to communicate effectively with staff, campers, and leadership in an inclusive, collaborative, and professional manner. Comfort working in a children's camp environment.
7. **Adaptability:** Ability to work in a fast-paced, dynamic environment, adjusting to the needs of the camp as the season progresses. Comfortable working around children and staff during active camp programs.
8. **Growth Mindset:** Demonstrates a growth mindset by embracing challenges, learning from feedback, and encouraging campers and staff to do the same. Ability to view mistakes as opportunities for learning and personal growth.
9. **Leadership and Team Management:** Ability to supervise and lead a small team of maintenance staff ensuring tasks are completed efficiently and safely.

Preferred Skills:

1. **Experience with Facility Management:** Previous experience in facilities management or maintenance in a camp, school, or large residential setting is a plus.
2. **Painting and Surface Repair:** Skills in advanced painting techniques, surface prep, and exterior maintenance to ensure camp buildings remain attractive and weather-resistant.
3. **Basic Electrical Work:** Experience with basic electrical repairs, including troubleshooting and fixing wiring, lighting, and other electrical systems.
4. **Comfort with Equipment:** Experience using power tools, lawn care equipment (e.g., mowers, weed-whackers), and other maintenance tools.

Note to potential applicants: Research shows that BIPOC folx, trans and non-binary folx, and women are less likely to apply for jobs unless they believe that they meet every qualification listed in a job description. Your skills, experience, and education can come from personal interests, self-directed learning, community roles, and life experiences. We strongly encourage you to apply if you are interested in the position, even if you do not believe that you meet all of the qualifications.

Living and Working Conditions:

- This position is a seasonal position with the potential work in the off seasons as well.
- Extended hours and occasional weekends may be required.
- Physical Demands: 5% Sitting, 75% Standing, 20% Lifting/Carrying/Pushing/Pulling Pounds 5 - 80 lbs.
- Housing is provided for the entire season of employment- you don't have to move out on the weekends or in between sessions- your space is your space for the whole season. Housing is shared with other employees in assigned cabins or bunk rooms.
- Room and board provided - this includes rent, utilities, laundry, internet, and meals while running programming.

How We Make This Position Sustainable:

- **FULL Room and Board:** There is no cost to staff for housing, meals (when programming is running), internet, utilities, and laundry seven days a week for your entire season of employment!
- **40-45 hour Work-Week**
- **Paid "Sick or Sad" leave:** Whether you get sick or just need a mental health day, we offer accruing paid leave for our employees. 1 full day of pay earned for each session worked, 1 day for Spring Outdoor School, 1 day for Summer Camp, and 1 day for Fall Outdoor School.
- **Wellness Stipend:** After a year of employment, we offer a monthly wellness stipend for health care.

Shift Type: Weekly Salary

What do our programs look like? Find us on TikTok and Instagram at @camp_tamarack