



# CAMP TAMARACK

## OUTDOOR SCHOOL & SUMMER CAMP

Sisters, Oregon

*We believe in the inspirational power of the outdoors to break down barriers and build community. We center our work on creating a space and culture of inclusivity and equity for all.*

**Position:** Facilities Director

### Dates:

- March - November (full-time)
- December - February (possibility of full or part-time)

**Pay:** \$1,025-\$1,250 weekly

Join us lakeside in the Deschutes National Forest as we provide youth of all ages with hands-on opportunities in the outdoors that promote growth, connection, and curiosity! In the Spring and Fall seasons, we host local 5<sup>th</sup> and 6<sup>th</sup> grade students for an overnight Outdoor School experience complete with experiential science explorations, team building challenges, recreation activities, campfires and more. In the Summer season, we host campers ages 8-13 for a week-long overnight Summer Camp experience with a wide variety of activity offerings including swimming, crafting, and sports, and evening programs like campfires and a carnival. We are seeking staff who thrive in a fast-paced, collaborative work environment to support our mission of youth development through mentored outdoor experiences.

## Facilities Director Position Overview

The Facilities Director is responsible for the cleanliness and upkeep of Camp Tamarack facilities. This position involves a variety of tasks that contribute to creating a safe, clean and welcoming environment for campers and staff, including general maintenance, landscaping, janitorial duties and management of a Facilities Assistant. Our facilities include 20 camper cabins, a main lodge, staff housing, composting and standard toilets, a commercial kitchen, a waterfront, a water system, and a network of trails—all of which require ongoing maintenance and occasional improvements.

## Key Responsibilities

- Work 40-45 hours per week on Monday-Friday schedule.
- Serve on-call responsibilities every other weekend.
- Perform general repairs and maintenance to camp buildings, cabins, and structures, which may include basic plumbing and electrical work.
- Landscape the grounds with raking, leaf blowing, weed-whacking and mowing.
- Maintain cleanliness of the dining hall and lodge with sweeping and mopping.
- Maintain cleanliness of restroom facilities with proper sanitation standards.
- Manage the site water filtration system including daily regulation reporting.
- Maintain hiking trails and road access to site.
- Perform general housekeeping tasks camp-wide.
- Manage the proper disposal of trash, recycling and compost waste.
- Handle heavy lifting as required for facility repairs, maintenance and landscaping duties. May include moving furniture, equipment and supplies.
- Work in close collaboration with camp programming staff to ensure facilities are maintained without disrupting camper activities.

## Compensation

- \$1,025-\$1,250 weekly salary, paid monthly
- On-site housing in shared staff quarters provided for the full employment season.
- Internet, utilities, and laundry facilities provided on-site.
- All meals provided when programming is taking place.
- Paid Sick or Sad Time - 1 paid day earned for each session (1 for the Spring, 1 for the Summer, and 1 for the Fall).
- Paid Time Off - 1 paid day earned for each session (1 for the Spring, 1 for the Summer, and 1 for the Fall).

## Required Skills

- Strong skills in performing facility repairs, including plumbing, electrical work, painting, and minor carpentry.
- Ability to assess and address facilities issues quickly and safely.
- Effective leadership skills to positively manage the Facilities Team.
- Experience with maintaining grounds, including grass cutting, leaf blowing, weed-whacking.
- Experience with cleaning and sanitation of indoor facilities.
- Organization skills to manage cleaning schedules and supplies.
- Adherence to safety protocols including the proper use of cleaning chemicals, tools, ladders and machinery.
- Ability to perform outdoor tasks in all weather conditions.
- Strong interpersonal skills including positive communication, flexibility, dependability and conflict resolution.
- Alignment with our organizations values of Growth, Connection, and Curiosity.
- Commitment to creating an inclusive, welcoming environment for all staff and program participants.



## Preferred Skills

- Experience working in a camp, school or other youth programming setting.
- Skills in advanced painting techniques, surface prep, and exterior maintenance.
- Experience using power tools, lawn care equipment and other maintenance tools.

## Equipment Use

- Rake, shovel and other manual tools
- Leaf blower, weed-whacker, chainsaw, log splitter, drill and other mechanical tools
- Cleaning products, brooms and mops
- Camp vehicles including pick-up truck, golf cart, tractor, and snowblower

## Our EDI Commitments

Camp Tamarack is an equal opportunity employer. We welcome your unique contributions 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 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

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.

## Our Values

Our Camp values are imbedded into every aspect of camp programming and our team. We are seeking a team with a deep commitment to these values and willingness to live in to these principles day-in and day-out.

- **Growth:** We value continuous development, learning by doing, and accountability.
- **Connection:** We value an inclusive community that listens, shares, and creates space for the diverse perspectives of others.
- **Curiosity:** We value a sense of wonder in self, others and the environment.

## Apply Now!

Please send your resume and cover letter to [calypso@camptamarack.com](mailto:calypso@camptamarack.com) to apply. Applications will be accepted until positions are filled.