



Camp Staff Employment Posting

Position Title: Director of Operations and Facilities

Summary:

We're looking for someone who not only knows how to maintain and manage facilities, but also understands the unique rhythms, values, and purpose of camp life. The ideal candidate will be mission-minded, adaptable, and ready to jump in—whether it's managing a large project, mowing a trail, or ensuring our guests have a safe and welcoming environment.

Essential Duties & Responsibilities:

The Director of Operations and Facilities assumes the following responsibilities to support the success of Camp Highroad:

- Ensure the Camp's entire property, facilities, and equipment are well maintained, both as a manager and in a hands-on role
- Oversee the maintenance of all outdoor areas including regular grounds inspections and assessments
- Develop and implement weekly, monthly, and annual schedules of maintenance and upkeep including a comprehensive groundskeeping schedule to maintain clean, safe, and visually appealing outdoor spaces.
- Ensure the Camp's property, facilities, and equipment are well maintained through both hands-on work and oversight of maintenance operations.
- Develop and implement weekly, monthly, and annual maintenance schedules, including groundskeeping, landscaping, and facility upkeep.
- Oversee all outdoor areas, including equine facilities (stable, fields, and fencing), conducting regular inspections to identify and address maintenance needs such as pest control, fertilization, replanting, and general repairs.
- Coordinate and execute landscaping projects, including the selection, planting, and care of trees, shrubs, and flowers, as well as routine tasks like mowing, trimming, and leaf removal.
- Manage relationships with contractors and vendors for specialized services such as tree removal, large-scale landscaping, and construction.
- Monitor and maintain water systems, including wells and pumps, and ensure regular inspections and maintenance of all camp vehicles.
- Collaborate with other departments to support the safety, functionality, and aesthetic quality of the entire property.
- Oversee the maintenance budget, including purchasing tools, supplies, and equipment, and ensure compliance with all safety and environmental regulations.
- Respond to and resolve grounds-related issues or concerns in a timely and professional manner.

- Report essential information to the Camp Director to report to the Board of Directors and other committees, as needed.
- Perform all duties in a safe and professional manner in accordance with law and Camp policies; carry and wear eye protection and ear protection as needed.

Other Duties:

- Communicate any and all safety concerns directly to the Camp Director.
- Respond to crises and emergencies when on camp premises
- Take part in the on-duty host rotation as needed, may include occasional nights and weekends
- Complete training as needed
- Perform other duties as deemed necessary or assigned.

Classification:

Director of Operations and Facilities is a full-time, exempt position. Evening and weekend work are required. The position is based out of Middleburg, Virginia, Camp Highroad.

Anticipated Start Date: Immediate

Reports to: Camp Director

Compensation: Compensation is commensurate with education and experience. Please include your salary requirements in your letter of interest.

Organization History: Founded in 1949, Camp Highroad is a Christian Adventure Camp through the Northern Virginia Conference of the United Methodist Church with a mission to be an outdoor ministry where all people experience Christ's Love.

Required Skills & Qualifications:

- Ability to be trained and use maintenance equipment and tools properly and safely.
- Builds rapport and trust with co-workers, volunteers, and the public to maintain healthy, mutually beneficial relationships
- Successfully manages multiple outdoor facilities and maintenance staff, projects, and complex situations simultaneously
- Navigates difficult conversations and situations with care and focused accountability
- Well-organized with keen attention to detail
- Communicates with accuracy, brevity, and clarity when speaking and writing
- Excellent time management skills
- Proficient with computer programs as needed
- Bachelor's Degree in Facilities Management, Construction Management, Business, or a related field is preferred.
- Proven experience in facilities management or operational administration. Hands-on experience in maintenance, repairs, and building work.
- Working knowledge of environmental, health, and safety regulations and compliance.
- Possesses a valid United States driver's license and ownership of or full access to an insured motor vehicle with the ability to operate

Work Environment & Physical Requirements

- Work in various weather conditions in an outdoor environment, with exposure to weather, temperature extremes, and atmospheric conditions.
- Noise level in the work environment is usually moderate to loud and will be loud during certain assignments
- Frequently work with or near moving mechanical parts and/or heavy equipment
- Use of grounds maintenance equipment including tractors, mowers, chainsaws, weed eaters, blowers, and other related equipment.
- Exposed to dirt, grease, loud noises, foul odors, vibration, fumes, heights, work safety hazards, darkness, and cramped spaces.
- Work will occur across uneven terrain, including hills, slopes, grades, and wetlands in both forested and open areas, which may present numerous slipping and tripping hazards and be exposed to various forms of wildlife and their deposits.
- Extensive physical activity required; regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds or greater
- Regularly required to use hands to grasp, handle, feel and operate objects, tools, equipment, and controls, and required to lift and reach with hands and arms.
- Required to sit, stand, walk, stoop, bend, kneel, reach, crouch, and climb; talk to or hear guests and coworkers.
- Specific vision abilities required by this job include near acuity, color vision, peripheral vision, depth perception, and the ability to adjust focus

Preferred Skills & Qualifications

- Minimum 3–5 years of experience in facility operations, groundskeeping, or property management, preferably in a camp, retreat center, or similar setting.
- Demonstrated experience supervising maintenance staff, vendors, or contractors.
- Strong project management skills with the ability to prioritize and execute multiple tasks efficiently.
- Working knowledge of building systems (electrical, plumbing, HVAC), grounds equipment, and preventative maintenance planning.
- Familiarity with risk management and safety standards relevant to camp and outdoor environments.
- Ability to work in a physically active, outdoor environment in all weather conditions.
- Comfortable working in a mission-driven, community-focused setting with children, families, and staff.
- Relevant professional certifications or equivalent:
 - Certified Facility Manager (CFM) from the International Facility Management Association (IFMA)
 - Certified Park and Recreation Professional (CPRP) – NRPA
 - OSHA 10 or 30-Hour Certification
 - CPR/First Aid Certification
 - EPA Water Systems Certification
 - Pesticide Applicator License

How to Apply

Applications will be accepted and reviewed on a rolling basis until the position is filled.

Review of candidates will begin immediately.

Interested applicants should submit via email the following:

1. Letter of Interest including an introduction of yourself, a brief background of your knowledge and skills, your salary requirements, and what excites you most about the position; and responses to the following questions:
 - 1.1. Describe the type of work environment you enjoy most. What personality types do you find easiest to work with? What personality types irritate you?
 - 1.2. Describe a time when you successfully coached someone to improved performance. How did you approach the individual? What course of action did you take? What obstacles did you encounter and how did you overcome them?
 - 1.3. What is most important to you to find in your next job?
2. Professional Resume

Any questions regarding the position may be directed to Amy Hemenway, Camp Director, at amy.hemenway@camphighroad.org.

All relevant application materials must be submitted to amy.hemenway@camphighroad.org using the subject line as "(Your Last Name, Your First Name) - Director of Operations and Facilities."