

Facilities Manager (1.0 FTE) - Camp Assiniboia

Job Description

September 2025

The Facilities Manager is responsible for keeping Camp Assiniboia's site and facilities in good working condition in order to provide excellent hospitality to guests and the summer camp program. The Facilities Manager oversees the Maintenance Volunteer program, provides supervision to maintenance staff, and participates in planning both small and large development projects.

Accountability: The Facilities Manager is responsible to the Director of Camps with Meaning.

Qualifications:

1. At least 2 years of experience in a maintenance managerial role
2. Ability to plan and oversee a positive program for maintenance volunteers
3. Experience planning and supervising the work of self and others
4. Familiarity with workplace health and safety guidelines and the ability to train and execute these guidelines
5. Ability to plan and supervise building projects
6. Ability to monitor and perform routine inspections of camp buildings and facilities
7. Ability to perform routine maintenance on camp vehicles, equipment, facilities and grounds
8. Experience in operating large equipment (i.e. tractors, front-end loader), and power tools
9. Must have a valid driver's license
10. Experience or interest in camping ministry an asset
11. Must adhere to MCM's personnel policy

Primary Responsibilities:

1. Property Oversight: overseeing the operation, repair, storage, and maintenance of buildings and equipment; performing regular inspections of buildings and systems; organizing and supervising maintenance projects
2. Systems Planning: creating and reporting short and long- term maintenance needs and goals; assisting in budget planning for the maintenance program; assisting in capital project planning as required
3. Routine Maintenance and Grounds: assistance with grounds and facility maintenance
4. Maintenance Volunteer Program: coordinating volunteers who assist with camp maintenance
5. Safety Management: ensuring that the procedures manual and safety equipment are up to date and in alignment with applicable standards, and that all volunteers and maintenance staff adhere to and are trained according to these standards
6. Building Projects: with direction and consultation from the Director of Camps with Meaning, organizing and supervising building projects as required
7. Purchasing: purchasing supplies, equipment and tools for maintenance department
8. Meetings: attending on-site staff meetings and Camp Committee meetings; attending Mennonite Church Manitoba delegate sessions to speak about facilities, maintenance needs, capital projects, and volunteer opportunities; regular meetings with the Director of Camps with Meaning

Salary: Level 3 (2025 range: \$48,323 – 57,535) Salary is based on the qualifications and experience of the applicant.

Starting date: January 2026

Accommodations: On-site housing provided. Rent ranges between \$472 and \$531 depending on the housing unit.

Working Conditions: The work week will be 37.5 hours. Evening and weekend work may be required. Sometimes hours and days off will need to shift in order to handle emergency repairs or unforeseen events (i.e. snow storms). Normally vacation time will not be taken during peak seasons.

Inquiries should be directed to Dorothy Fontaine, Director of Camps with Meaning, at 204-864-2159. See <http://www.campswithmeaning.org> for more information about Camp Assiniboia. Applications will be accepted until this position is filled. Applicants should send a resume along with the names of three references, in confidence to: dfontaine@mennochurch.mb.ca.