

**Keats Camps**  
**Position Description**



**Title:** Assistant Facilities Manager

**Reports To:** Facilities Manager

Keats Camps has a position available for a fulltime Assistant Facilities Manager. The position is located at Keats Camps, on Keats Island, BC.

The Assistant Facilities Manager is responsible for directing, supervising, coordinating and completing all tasks required to maintain the camp facilities, property and equipment. This is a management level position supervising and coordinating the daily activities, which may include technical guidance to skilled and semi-skilled workers or volunteers.

The Assistant Facilities Manager will also be responsible for determining the actual needs for material and equipment, making necessary contacts to various vendors in order to inquire about information as to availability, prices and delivery. This position requires having a broad knowledge of the services and repairs of customer's plant/office and equipment.

The overarching goal in all that we do is to model Christ to all those who come to Keats Camps, including all the staff and volunteers. Those who come to Keats this summer should go away knowing that they have been a part of a community that is something different, and infinitely better, than what the world has to offer.

The full job description can be found here: <https://keatscamps.com/wp-content/uploads/2018/02/Assistant-Facilities-Manager-2018-1.pdf>

Please direct any questions or applications to Stan Carmody, Interim Executive Director, at [stan@keatscamps.com](mailto:stan@keatscamps.com)