

LIONS CAMP HORIZON FOUNDATION

Facilities Coordinator

Overview

The Facilities Coordinator (FC) of the Lions Camp Horizon Foundation is an elected member of the BOD, an Officer of the Foundation and a member of the Executive Committee. The FC does not need to be a LIONS Club Member.

The FC is the link between the BOD/EXCOM and the physical operations, maintenance and improvements of our campus. The FC is responsible for the planning and oversight of our facilities and grounds but is not required to undertake the work themselves. They supervise the activities of our Resident Caretaker and provide guidance to others engaged in these tasks.

The position is year-round. Outside of substantial projects, it is anticipated to normally require circa 5 hours per week for telephone calls, emails, etc. Dependent on the individual's preferences and place of residence, during the off-season site visits might be every other week. Prior to and during the camp season or significant projects, additional hours and/or site visits may be needed.

Desired Traits for the LIONS Camp Horizon Facilities Coordinator

- Knowledgeable of general handyman and maintenance activities
- A good communicator. Able to provide guidance to the Resident Caretaker, volunteers and contractors as required
- Equipped with some computer skills to facilitate development and updating of work lists
- Preferably a US Resident in Whatcom or Skagit County to facilitate occasional site visits
- Able to attend/participate in most EXCOM and BOD meetings. A total of 10-12 meetings per year.
- A regular Email user (most of our internal communications on the EXCOM are via Email)

Tasks they may undertake to support the Foundation

- Provide supervisory guidance to the Resident Caretaker including task prioritization on a year-round basis
- Coordinate development of task lists and the related materials requirement for our Annual Spring Cleanup as well as for other volunteer groups such as AmeriCorps and Windermere
- Help develop and oversee budgets for routine maintenance and repair as well as special projects
- Liaise with LIONS and other volunteers to obtain their help in executing limited maintenance or improvement projects
- Develop concepts for substantial improvements or major maintenance on the campus based on their condition and needs identified by the Foundation Vice President, Camp Director and Resident Caretaker

For more information contact Foundation President Don Webster: President@LionsCampHorizon.org or call him at 360-472-1230.