



WESTWIND

Job Description

Job Title: **Site Manager**
Classification: **Salary, exempt**
Reports to: **Executive Director**

Westwind mission and values

Originally founded in 1936 by the YWCA of Greater Portland, Westwind has welcomed over 100,000 campers, students, families and others to its incomparable site on the Oregon Coast, and continues to welcome over 6,000 people a year for camp, outdoor school, and other transformative overnight experiences, as well as 600+ others for day programs and visits.

Our Vision: We dream that all children have access to wild and undeveloped landscapes and are allowed to discover the interconnection, complexity, and splendor of living in balance with natural systems.

Our mission: We will conserve the Westwind site in perpetuity; foster life-changing outdoor experiences for all children, families, and groups; and promote environmental stewardship as a basis for sustainable living.

Our Equity Statement: Westwind's future success relies on being a leader in getting all children outside, connected to nature, and nurtured by the wisdom of many cultures, backgrounds, places and generations.

Position Purpose & Description

The Site Manager is responsible for the technical management of Westwind's facilities, equipment, and landscape. The Site Manager plans and coordinates the development, maintenance, upkeep, cleaning, and repair of the camp's 29 buildings, 529 acre grounds, equipment, and other facilities consistent with the mission and established policies and procedures of Westwind.

This position is based at Westwind located in Otis, Oregon. Willingness to live on site, in provided housing, is preferred. Availability to travel to Westwind's main office in Portland to attend various meetings will be expected.

Essential Job Functions

- Ensure that Westwind Site and facilities are in compliance with American Camp Association (ACA), OSHA, state, local and other government regulations.
- Supervise and coordinate service learning groups, volunteers, and site management staff, to ensure appropriate coverage for operations. This includes the maintenance and improvement of the camp's buildings, equipment, vehicles and other facilities.
- Responsible for physical and digital documentation of maintenance records, invoices,

contracts, and ongoing site projects. Coordinates with the Executive Director about pertinent documents that should be filed at Portland office.

- Maintains positive working relationships with contractors, vendors, local authorities Westwind staff, and volunteers.

Key Responsibilities

Facilities Management

- Implement systems for regular maintenance and upkeep of camp buildings and grounds, including routine duties such as mowing, painting, road maintenance, etc.
- Perform daily, regular, seasonal and long-term building, custodial, site and equipment maintenance. This includes maintenance and improvement projects on the site's 29 buildings and water, power, communications and transportation systems.
- Schedule for and oversee routine maintenance, inspections, and vendor contracts on equipment and services including Synergo, trash removal, recycling, sewer, water, etc.
- Identifies and outsources projects (outside of skill set) through contractors -coordinates and manages bid process.
- Manage and help protect natural resources of the property; ensure management activities adhere to OWEB Conservation Easement and Conservation Plan.
- Oversee the purchase, use, care, and on-going inventory tracking of all property equipment and supplies.
- Serves as the first responder for all maintenance of facilities including emergencies.
- Monitor the site regularly for potential dangers or physical hazards.
- Monitor site security as needed for trespassers, vandalism, or other threats and alert the local authorities as needed.
- Supports Guest Services Manager and Program Director for programming, as needed.

Administration

- Participates actively with the Senior Administrative Leadership Team (SALT).
- Works with the Executive Director on the planning and project management of major site projects, and acts as lead staff liaison to the Site Committee.
- Manages department budget; works with the Business Director on financial aspects of the Westwind facilities and monitors departmental spending.
- Effectively communicates and collaborates with the Business Director to ensure timely follow through with inspections and other compliance with insurance and maintenance of facilities, including documentation and filing.
- Work closely with leadership staff to maintain accreditation, inspections and certifications such as (ACA, Health Department, and Coast Guard), check lists and appropriate regulatory reporting.
- Maintain documentation of sanitation standards, maintenance records, and safety checks; provide ready for filing to the Portland office.

Staff Management and Support

- Works directly with the HR Coordinator to hire Assistant Site Manager.
- Responsible for training and job specific onboarding of supervised employees.
- Train and supervise staff, as needed, in their maintenance responsibilities, and of site and program equipment.

- Train and supervise staff in the use of site equipment including maintenance and program equipment as appropriate.
- Conducts informal performance assessments quarterly or on the job coaching with direct reports, and formal performance evaluations annually.
- Coordinates with Guest Services Manager to ensure janitorial supplies are stocked and help to maintain a high level of cleanliness for all guests.

Other Job Duties

- Demonstrates excellent verbal and written communication with coworkers, volunteers, parents, rental groups, and campers including the ability to communicate effectively and remain calm and courteous under pressure.
- Responsible for the care of Westwind animals (goats, chickens, and pigs).
- Willingness to share experiences, stories, photos and content as requested to contribute to the website (blog), email, or social media.
- Acts as an "on call" support for all Westwind programs.
- Perform other tasks, as requested, by the Executive Director.

Soft Skills

- Demonstrated effectiveness to lead teams in an open, transparent and trusting manner.
- Ability to effectively communicate with people with diverse identities and the means to adapt to a range of personalities.
- Ability to triage and prioritize tasks.
- Effective and timely response to staff and guest needs.
- Works collaboratively in a team environment with a spirit of cooperation.
- Maintains punctual, regular and predictable attendance.
- Shows balance of inclusiveness while maintaining clear boundaries with the Westwind community including staff, guests, volunteers and vendors.
- Maintain an upbeat positive attitude leading teams, ensures high expectations and accountability balanced with fun, compassion, and support.
- Flexibility to adapt and adjust schedules in order to meet the priorities and coverage of program operations.

Skills/Qualifications

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working knowledge and demonstrated skills in road maintenance, plumbing, septic, electrical, carpentry, grounds keeping, tree logging repair, and maintenance of machinery (including tractors, tools, etc.).

- On site residence strongly preferred.
- Welding experience or other specialized skills preferred.
- Excellent time management.
- Current First Aid and CPR.
- Valid Driver's License.
- 5 years prior facilities management experience preferred.
- Prior supervisory experience.
- Excellent interpersonal written and verbal communication.
- Ability to work with a diverse range of people.
- Ability to pass a background check.
- US Coast Guard Captain's License Preferred.
 - Stay on a Coast Guard-required drug-testing list (random selection).

Physical Aspects

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to walk and talk or hear.
- The employee is frequently required to stand and reach with hands and arms. The employee is occasionally required to sit; use hands to manipulate, handle, or feel; climb or balance; stoop, kneel, crouch, or crawl and taste or smell.
- Ability to physically sustain long periods of heavy lifting (often 50lbs or more) and traveling through sandy, steep, and rough terrain.
- Ability to drive a tractor and use heavy equipment and tools, such as chainsaws, trailers, weed wacker and carpentry shop equipment.