



**Job Title:** Camp Administrator  
**Location:** UGM Camp  
**Status:** Full-time/on-site living required

**Responsibilities:**

- Oversee all aspects of camp administration, operations and facilities management.
- Provide leadership in staffing, scheduling and oversight of camp rental groups; dispense information and training; and ensure that groups are aware of policies and guidelines.
- Ensure preventative maintenance and repairs are complete to keep buildings, equipment and all systems in good operating condition.
- Plan and implement projects, manage budgets and supervise staff and volunteers.
- Maintain the fiscal health of camp by performing adept capital project and annual budget management.
- Maintain records of camp property, vehicle fleet, buildings and systems; document projects, major repairs and work performed by outside contractors and vendors.
- Perform seasonal groundskeeping, general maintenance and custodial duties throughout camp property.
- Sustain required licenses, permits and accreditation.

**Required Qualifications:**

- Four-year college degree in management or a related field (or equivalent experience) plus 5 to 7 years' experience in camp/property management or a similar environment.
- Working knowledge of construction, carpentry, electrical, plumbing, landscaping, septic systems and small engine repair.
- Working knowledge of building cleaning practices, supplies and equipment.
- Must possess a Washington State driver's license.
- Excellent communication skills (written, verbal and web-competent)

**Compensation:** Depends on experience. Housing and utilities included.

Must be committed to the Christian faith and comply with drug-free, tobacco-free policy. Those qualified to join our team can enjoy a rewarding work environment and excellent benefits. Complete UGM's [application for employment](#) and submit it along with a letter of interest and resume to:

UNION GOSPEL MISSION  
[HumanResources@uniongospelmission.org](mailto:HumanResources@uniongospelmission.org)  
Human Resources, 1224 E Trent Ave., Spokane, WA 99202  
Fax: 509-535-0315  
[uniongospelmission.org/employment](http://uniongospelmission.org/employment)