



Assistant Property Manager

In 1887, John Ames Mitchell, editor of Life magazine, raised \$800 to send 266 children from New York City to the Life Fresh Air Farm in Branchville, Connecticut. Since that first summer, thousands of children and teens have participated in our nature-based summer camp and after-school programs in New York and New Jersey.

The **Assistant Property Manager**, under the direction of the Property Manager, is responsible for skilled and semi-skilled labor related to the upkeep, safety, and enhancement of Trail Blazers' buildings and grounds. This position requires heavy lifting of 50 pounds or more and willingness to work outdoors in various weather conditions.

Responsibilities

- Assist the Property Manager in the maintenance of all company property according to annual, weekly, & daily work plans and schedules
- Act in the Property Manager's place when the Property Manager is off site
- Present a positive representation of Trail Blazers to campers, other employees, volunteers, visitors, vendors, and sub-contractors
- Help supervise occasional helpers, volunteers and sub-contractors for projects and on-going maintenance under the direction of the Property Manager
- Assist in keeping the property and buildings neat and clean
- Recommend to the Property Manager maintenance needs beyond daily work orders
- Develop and maintain good relations with staff, visitors, directors, and support personnel
- Help to see that all major equipment and vehicles are maintained and housed appropriately
- Help to identify and remove downed or hazardous trees throughout the property
- Help the Property Manager see that all maintenance requests are completed in a timely manner
- Help to identify hazards throughout the property and respond responsibly and appropriately
- Identify repairs and cleaning needs that need to be accomplished throughout the property
- Identify risks to people or property and take appropriate and timely action
- Ensure that routine maintenance tasks are performed as assigned. Tasks may include, but are not limited to:
 - Periodic repair and maintenance of vehicles and tools
 - Minor plumbing and electrical repairs
 - Structural repair and upkeep of buildings
 - Managing weather-related impacts to property, including removing snow and clearing trees
- Contribute to long-term property enhancement projects as assigned
- Perform support tasks related to Trail Blazers satellite programs
- Other duties as assigned by the Property Manager

Required Competencies and Experience

- High school diploma required; some college or technical school preferred
- 5+ years experience in property management or the trades
- Experience and skill in tasks including: carpentry, plumbing, electrical, basic vehicle maintenance, as well as operating power equipment machinery
- High level communication skills and attention to detail
- Ability to follow instructions and work independently
- Clean driving record and the ability to obtain a CDL; ability to drive a trailer preferred
- Ability to work well with others as well as supervise small groups throughout the year
- Strong computer skills

Hours and Location of Work

Position is full-time, non-exempt. Hours may vary, especially during the summer camping season. Some weekend work will be required. Schedules will be worked out with the Property Manager ahead of the week to be worked.

Trail Blazer Camps
210 Deckertown Tpke
Montague, NJ 07827

Salary and Benefits

\$35,000

Employee health insurance provided with company contribution
403(b) retirement plan available

To Be Considered for This Role

Email a resume along with a brief introduction describing your interest in this position to Molly McCue, Director of Operations, mmccue@trailblazers.org