

Position Description: Summer Facilities Manager



Cottonwood Gulch Expeditions (CGE) has been leading outdoor expeditions since 1926. Our summer season runs generally from the beginning of June until Mid-August. During the summer, we run multi-week expeditions for 8-18 year olds.

Job Objective: The Basecamp Facilities Manager works within the Operations Team to maintain the facilities, vehicles and gear that allow us to implement our outdoor educational programs. This is a full-time, 24/7 residential position throughout the summer. Daily duties can differ depending on need, and typically involve hands-on labor that is expected to be completed autonomously. In addition to making repairs, solving problems and creating solutions, the facilities manager should be willing and interested in coaching fellow staff and trekkers in these tasks when appropriate.

Responsibilities:

Resident **Basecamp Facilities Manager** will:

- Respond to the needs of the organization consistent with the philosophy of “see a job and do it.”
- Collaborate to stay current, implement and evaluate our risk management plan and enforce the rules and regulations that are key to the safety and well-being of the program participants, and the preservation and appreciation of the land in its natural state.
- Take the lead in overseeing Basecamp facilities including existing buildings and infrastructure, swimming pool, grounds, and vehicle fleet in coordination with other operations staff.
- Supervise seasonal operations staff and field education staff involved in field operations, including gear, vehicles, and facilities.
- Oversee basic building repair and maintenance; painting, repairing hinges, roofs, stair treads, etc.
- Oversee maintenance of composting latrines
- Assist with land management strategies such as trail maintenance/construction, erosion control, invasive species removal, etc.
- Manage trash and recycling removal; ability to drive manual transmission strongly preferred
- Maintain regular communication with operations and staff team including daily meetings, responding to emails promptly, updating spreadsheets and engaging with existing systems (Gulch Way Drive, Pods)
- Contribute to the care and well-being of the organization's gear and property assets.
- Oversee and organize event operations
- Work with Summer Director to order supplies and manage a budget
- Join field programs when needed to assist or fill in for program staff

Responsibilities of **all Gulch Basecamp** staff:

- Lead topic specific education sessions, “Cottonwoods,” at our Basecamp as available throughout the summer to trekkers ranging in age from ages 8-20.
- Collaborate with other specialists and staff to create engaging learning projects for trekkers
- Attend, support, and/or facilitate communal events such as: all meals, nightly Campfires, games on the field, staff meetings
- Actively seek out and participate in opportunistic learning opportunities
- Provide leadership and support to outdoor education expeditions across the American Southwest, including in frontcountry and backcountry settings and at CGE's Basecamp
- Manage risk in line with CGE's practices and policies; provide medical care within trained scope of practice
- Participate in the maintenance and repair of our gear fleet

- Drive large vehicles (pickup trucks, 15-passenger vans) on a variety of roads
- Collaborate to create a positive environment conducive to learning, growth, and fun
- Maintain professional relationships with CGE partners & community members including land managers
- Support Basecamp culture by leading chores, providing supervision during “down times,” and fully participating in planning and executing each day

Qualifications:

- Applicants must be at least 21 years of age by the position start date and possess a valid driver’s license. Must have a clean driving history and be able to meet the criteria for CGE vehicle insurance coverage.
- Experience in at least one of the following: woodworking, auto repair, facilities maintenance, construction, contracting
- Wilderness First Aid (WFA) or ability to acquire within 30 days of hire (WFA certification training offered 6/1-6/2); WFR/WEMT preferred.
- Lifeguard Certification or ability to acquire before start date preferred.
- Strong organizational skills; experience with Google Drive
- During the summer, must be able to live at our Basecamp near Thoreau, NM, or travel “on the road” with a group, practicing community mindfulness.
- Ability to communicate effectively and professionally with a wide range of audiences (fellow staff, community members, students, etc.).

We believe outdoor education takes many different forms; let us know about your unique skills and experiences!

Dates: Contract dates for Summer season only are from May 28th to August 15th.

Work Location and Schedule: Thoreau, NM, with potential travel throughout the state, including periods of time camping in frontcountry and backcountry settings.

Criminal Background Check: CGE requires criminal background checks from all employees.

Physical Requirements: Ability to hike up to 10 miles a day on uneven surfaces and carry a pack up to 50 pounds, sleep in a tent or open-air cabin accessed by stairs, work at a desk, talk on the phone, and use a computer.

Compensation: Salary ranges from \$1,950 to \$2,400/month with additional pay based on years of experience, seasons contracted, and applicable credentials. Room and board provided at Thoreau Basecamp throughout the summer. \$250 travel stipend available if traveling more than 500 miles. Various Pro Deals available to all staff.

Inclusive and Welcoming Environment

CGE is an equal opportunity employer and does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender identity or expression, age, national origin (ancestry), disability, marital status, sexual orientation, spousal affiliation, mental or physical handicap, serious medical condition, or military status in any of its activities or operations. Moreover, Cottonwood Gulch Expeditions believes in the learning, growth and healing that can take place outdoors. We also recognize that access to programs like ours—along with access to any green space, clean air and water, and healthy food—continues to be a privilege rather than a right. CGE recognizes that in outdoor spaces, the voices and work of people of color, people from working class backgrounds, Indigenous people, women, and LGBTQ+ individuals have been often overlooked and marginalized. Therefore, we encourage applications from people in these groups, and all people, regardless of background.

**For questions please contact Cass.Landrum@cottonwoodgulch.org
Apply through Campminder using this [link](#) on our website**

Our mission is to provide outdoor learning adventures to youth of all backgrounds that foster personal growth, strengthen community, and inspire stewardship of the natural world.