

# **Job Description**

## **Camp Hazelhurst Property Manager**

The Prairie Club (Club), founded in 1908, encourages the love of nature and participation in outdoor recreation by providing facilities and activities that allow members and guests the opportunity to experience the great outdoors. We foster a sense of community, the appreciation of the beauty of nature, and the importance of environmental conservation through the maintenance and programs of our two permanent camps, Hazelhurst (located in Harbert, Michigan) and Spring Grove (located in Spring Grove, Illinois).

Camp Hazelhurst has an on-site property manager who reports directly to the Hazelhurst Camp Chair. The Camp Hazelhurst property manager is responsible for the day to day operations, maintenance, security and stewardship of Camp Hazelhurst and facilities. Those facilities include the Family Cottage, the Farmhouse, Buena Vista, Red Barn, beach bathroom, Mail house/Hazelhurst library and Jr. Clubhouse.

- The day to day operations includes overseeing the camp grounds and Prairie Club facilities as well as maintaining the security of private cottages and managing regular provided services
- Maintaining the camp property includes cleaning and repair work of grounds and camp facilities
- Providing camp security includes making regular surveillance inspections of the grounds, reporting emergencies and identifying strangers
- Being steward of the camp includes working to maintain or restore the beauty of the camp.

The property manager acts as a liaison, communicator and team lead to the Camp Chair for camp issues, to siteholders for emergencies and to committee chairs for maintenance or work issues.

To accomplish these responsibilities, the property manager must build working collaborative relationships with the Camp Chair, committee chairs, individual siteholders, members, guests and our neighbors in the Harbor Country community.

### **Skills and Abilities**

The Camp Hazelhurst property manager must have the following skills and abilities:

- Crisis management skills
- Interpersonal relationship building abilities
- Verbal and written communication skills
- Be a courteous practical communicator
- Be an organized self-starter
- Have an understanding of mechanics and construction
- Be able to prioritize work efficiently
- Possess the physical capability to perform manual labor

### **Educational requirements**

High school graduate or equivalency with mechanical and construction experience.

### **Job Responsibilities**

The following are the primary job responsibilities of the Camp Hazelhurst property manager:

### General

The property manager is expected to promote good communication, collaboration and relationship building to siteholders.

- Be available via cell phone at all times
- Post cell phone number in a conspicuous place for all siteholders to view
- Respond on the same day to reasonable requests and emergencies
- Promote goodwill by attending camp events and helping with set ups and clean ups as necessary and as time permits
- Attend camp committee meetings and participate as necessary to inform, to be informed and be available to all committee chairs as needed.

### Camp security and general maintenance

The property manager is expected to work with the Camp Chair and all other camp committee chairs to the extent necessary to maintain and protect the camp grounds, facilitate the operation of the camp grounds and camp facilities and maintain security.

- From October 1 through April 30, the property manager tours the grounds, making at least a once weekly inspection of the camp checking all cottages and other structures for external damage
- Make additional inspection tours as necessary in severe weather or other emergencies
- Inspection includes looking for any unusual appearance to both private cottages and Prairie Club facilities
- Make temporary repairs as necessary to protect the property. Notify siteholders, facility chairs and the Camp Chair of damage as appropriate. Inevitably, there will be household situations that occur at Camp or Prairie Club-owned facilities that require immediate maintenance or repair, some of which may be extensive. Work with the facility chair to determine if the repair or maintenance is of a scale that would require the property manager's involvement and performance as the Hazelhurst Property Manager or if a more extensive solution is required that would involve hiring an outside vendor (including the Hazelhurst Property Manager's firm). In the event of a difference of opinion on the extent of work required, the Hazelhurst Camp Chair should be consulted.
- Report any power outages to the Camp Chair and Prairie Club office as soon as the outage is determined to last several hours
- As a means of identifying strangers and as frequently as possible, the property manager will introduce himself and welcome guests, members and contractors entering the camp
- Be alert to any unusual activity (e.g., police, fire, medical) on the grounds and report to the Camp Chair as the situation warrants
- Determine that Club-owned facilities are being used appropriately
- Be responsible for keys for Club-owned facilities and show Club-owned facilities to members upon request and with reasonable prior notice
- Maintain and make minor repairs to the Farmhouse, Red Barn, Buena Vista, Family Cottage, Jr. Clubhouse, roads, walks, stairs, bridges, culverts, fences, outdoor lights and signs
- Maintain landscaping, cut grass and remove brush piles on the Club grounds
- Clean and inspect the Farmhouse gas grills by May 30 and notify the facility chair of any maintenance or safety issues

- Manage and maintain trash pick-up. Place trash and recycling totes in convenient locations throughout the camp before the Memorial Day weekend. Totes are located by the Red Barn from October 1 through April 30. Keep the area around the totes clean and orderly. Organize dumpsters as determined by the Camp Chair.

### Mail

The property manager is responsible for the daily mail pick-up. By 1 p.m. Eastern time, the mail should be picked up at the Harbert post office and deposited in the appropriate mailboxes in the mailroom. During the off-season, the property manager should post times for mail sort in advance of vacation or days off.

### Camp Committee Assistance

The property manager coordinates activity with a number of Camp Hazelhurst committees:

#### *Conservation*

- Conserve and protect wildlife and vegetation
- Prohibit hunting, fishing, trapping, and the use of firearms and fireworks on the Camp premises
- Make recommendations for land usage as appropriate
- Implement tree-related services as coordinated by the Camp Chair and Conservation Committee Chair

#### *Building and Sites*

- Report initiation of any construction on siteholder property to the Chair of the Building and Sites Committee and the Camp Chair

#### *Beach and Beach Walk*

- In the spring, turn on the water at the beach bathroom
- In the late fall, turn off the water at the beach bathroom
- Ask for identification of unknown persons on the beach and beach walk

#### *Grounds and Equipment*

- Provide and maintain an inventory of equipment owned by the camp
- Maintain all equipment in working order and make any necessary repairs on a timely basis
- Make recommendations for purchase of equipment as determined

#### *Road Maintenance*

- The property manager is responsible for maintaining the roads in good condition and as free as possible of potholes and ruts
- Perform road grading and pothole filling as needed to keep the roads in good condition. Summer season may require more grading
- Fill potholes with clean gravel
- Order adequate supplies of gravel to be stock piled for use in grading

#### *Fire Safety*

- In various facilities throughout the camp, replace batteries in all smoke alarms
- In various facilities throughout the camp, determine that fire extinguishers are appropriately charged and functional

### Prairie Club facilities

The Hazelhurst property manager acts as a cleaning service liaison, consultant, and manager for all the facility chairs as requested.

#### *Family Cottage: Ravinia and Windsong*

All season:

- Be available to guests for information and emergencies
- Handle emergency repairs immediately and notify facility chair of the situations. Work with the facility chair to determine if the repair or maintenance is of a scale that would require the property manager's involvement and performance as the Hazelhurst Property Manager or if a more extensive solution is required that would involve hiring an outside vendor (including the Hazelhurst Property Manager's firm).
- Prior to check in of new guests, determine that the facility has been cleaned properly. Do appropriate cleaning as necessary
- Inform a guest of the facility when camp rules are not being followed
- Notify Camp Chair and facility chair when camp rule adherence is a problem with a particular guest
- In the winter, remove snow prior to rental
- Replace batteries in all smoke alarms
- Determine that fire extinguishers are appropriately charged and functional

#### *Farmhouse*

All season:

- Be available to guests for information and emergencies
- Handle emergency repairs immediately and notify facility chair of the situations. Work with the facility chair to determine if the repair or maintenance is of a scale that would require the property manager's involvement and performance as the Hazelhurst Property Manager or if a more extensive solution is required that would involve hiring an outside vendor (including the Hazelhurst Property Manager's firm).
- Prior to check in of new guests, determine that the facility has been cleaned properly. Do appropriate cleaning as necessary
- Inform a guest of the facility when camp rules are not being followed
- Notify Camp Chair and facility chair when camp rule adherence is a problem with a particular guest
- In the winter, remove snow prior to rental
- Replace batteries in all smoke alarms
- Determine that fire extinguishers are appropriately charged and functional
- Check, sort and replace laundry as guest depart and arrive.

#### *Buena Vista*

Fall:

- Drain pipes and add antifreeze by November 1 or as facility chair determines
- Turn off all electrical appliances

- Clean refrigerators
- Empty all garbage
- Place rodent/mouse poison around the facility

Spring:

- Turn on water and test tap water and hot water to determine if plumbing is ready for the season
- Turn on and test the hot water heater
- Replace batteries in all smoke alarms
- Determine that fire extinguishers are appropriately charged and functional
- Clean any rodent damage and any property damage that may have occurred over the winter as necessary

Summer:

- Be available to guests for information and emergencies
- Handle emergency repairs immediately and notify facility chair of the situations. Work with the facility chair to determine if the repair or maintenance is of a scale that would require the property manager's involvement and performance as the Hazelhurst Property Manager or if a more extensive solution is required that would involve hiring an outside vendor (including the Hazelhurst Property Manager's firm).
- Prior to check in of new guests, determine that the facility has been cleaned properly. Do appropriate cleaning as necessary
- Inform a guest of the facility when camp rules are not being followed
- Notify Camp Chair and facility chair when camp rule adherence is a problem with a particular guest

*Red Barn*

Fall:

- Drain pipes and add antifreeze by November 1
- Turn off all electrical appliances
- Clean refrigerators
- Empty all garbage
- Place rodent/mouse poison around the facility
- Secure the windows for the winter

Spring:

- Turn on water and test tap water and hot water to determine if plumbing is ready for the season
- Turn on and test the hot water heater
- Replace batteries in all smoke alarms
- Determine that fire extinguishers are appropriately charged and functional
- Replace light bulbs as necessary
- Clean any rodent damage and any property damage that may have occurred over the winter as necessary
- Dust benches and chairs as necessary
- Perform additional cleaning as requested by facility chair

Summer:

- Be available to rearrange chairs/seating for barn events and meetings as requested by facility chair
- Inform committee chair of any unusual activities such as unattended children in the Red Barn or inappropriate use of the facility for storage of siteholder belongings
- Perform minor repairs as needed in conjunction with and as directed by the facility chair
- Inform facility chair and Camp Chair when Barn rules are not followed.

*Beach bathroom*

- In the spring, turn on the water at the beach bathroom
- In the late fall, turn off the water at the beach bathroom
- Replace light bulbs as necessary
- Perform minor repairs as needed in conjunction with and as directed by the facility chair

*Mail house/Hazelhurst Library*

All season:

- Clean mail room and empty trash
- Perform minor repairs as needed in conjunction with and as directed by the facility chair
- Replace light bulbs as necessary
- Clean and dust sign in the area and maintain sign-in book
- Determine that fire extinguisher is appropriately charged and functional
- Maintain landscaping in front of the building

Spring:

- Power wash the building
- Replace batteries in all smoke alarms in both the library and mail house
- Clean any property damage that may have occurred over the winter

Summer:

- Clean the mail house weekly, dispose of all papers and trash weekly or as necessary to avoid clutter

Winter:

- Maintain access to the mail house
- Remove snow and ice from the steps and porch. Apply salt and non-slip materials as necessary

*Jr. Clubhouse*

- Perform minor repairs as needed in conjunction with and as directed by the facility chair
- Replace light bulbs as necessary
- Determine that fire extinguisher is appropriately charged and functional

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