



RESILIENTRETREAT

## Campus Superintendent

### **Job Summary:**

The Campus Superintendent will oversee all Resilient Retreat's physical campus, composed of 84 acres of conserved land. The Campus Superintendent will also maintain the three buildings located on the Resilient Retreat Campus (Retreat Center, Community Center, and Maintenance Building), all of which were completed in 2022. The Campus Superintendent must live on site at the Resilient Retreat Campus, in a 3 bedroom/2 bath apartment, which is a part of the compensation package. The Campus Superintendent will have "on call" responsibilities. The Campus Superintendent will report to the Senior Director of Operations.

### **Supervisory Responsibilities:**

- Interviewing and getting quotes from and hiring subcontractors when needed.
- Overseeing subcontractor work and ensuring their work is done as agreed upon.
- Preparing & carrying out maintenance schedules for grounds and buildings.
- Communicating and enforces safety procedures and site rules.
- Overseeing the mowing relationship with our mowing partner.
- Oversees the garden and its volunteers.
- Oversees all activities on the property in the absence of the Senior Director of Operations and/or Executive Director.

### **Duties/Responsibilities:**

- Develops a schedule and cost-effective plan for completion of an assigned project.
- Collaborates with other staff to create pre-project estimates and budgets for materials and labor.
- Coordinates and schedules the work activities of tradespeople, professionals, and laborers, as appropriate.
- Regularly inspects work for quality and timeliness; prepares and provides progress reports to Senior Director of Operations; makes recommendations for necessary modifications.
- Obtains required permits and licenses; as needed.
- Develops maintenance budget and monitors maintenance expenditures.
- Maintains records related to costs and inventory.
- Addresses any safety violations or concerns.
- Performs other related duties as assigned.

### **Caring for the Property**

- Ensuring that all mechanical systems are working well, repairing as needed. *(We would like this person to have the skills to do the majority of the repairs in house, but recognize there may be areas for which we have to call in a specialty repair.)*

- Septic system
- Irrigation system
- Fencing
- security systems (cameras and locks)
- Pumps
- Water softener
- Fire suppression system (sprinklers & hood)
- Developing a grounds maintenance schedule (*monthly/quarterly/semi-annual/annual*)
  - cleaning fencing
  - control of and eradication of invasive plants
  - cleaning fencing
  - pond management
- Liaise with volunteers who oversee the garden; offer guidance/support as needed
- Liaise with neighbors who support RR through volunteer work
- Liaise with neighbors who have a complaint or concern about something (*handle the issue as much as possible but know when to bring in supervisor or share information with supervisor*)
- Plan for weather related emergencies as much as possible.

#### **Caring for the Buildings including Regular Maintenance & Repair of Systems:**

- HVAC maintenance and repair as needed
- Maintain appliances (walk in cooler, freezer, ice maker, range, warmer, commercial washer/dryers, refrigerator, etc.)
- Plumbing & septic maintenance & repair as needed
- Golf cart maintenance & repair as needed
- Overseeing indoor cleaning sub-contractor, and monitoring their work
- Ensuring that the exterior and porches are always clean and comfortable for participants and visitors
- Part of a team that will be responsible for post retreat laundry (likely to include volunteers)
- General building maintenance and developing a monthly/quarterly/semi-annual/annual maintenance schedule
- Changing lock codes on sleeping room doors with frequency
- Managing a facilities emergency & the ability to make quick decisions with regards to safety of people and preservation of equipment and property

#### **Supporting Staff & Agency Needs:**

- Working with staff to help set up/tear down for programming and special events - moving things from storage to buildings, setting things up, putting things away, moving items within or between buildings as needed
- Working at fundraising events (*Typically 2 large fundraisers annually*)
- Working at smaller events in support of fundraising (*these occur approximately monthly*)
- Interacting with participants (*will receive significant training in this area*)
  - Will need to act with discretion and keep identities of participants confidential
- Working with staff as we develop our property rental program

**Required Skills/Abilities:**

- Good verbal and written communication skills.
- Ability to interact with survivors of trauma and helping professionals in a trauma informed and non-judgmental capacity. *(Initial and ongoing trauma informed training will be provided.)*
- Ability to work under pressure.
- Ability to oversee and coordinate a variety of people in different roles.
- Extremely detail-oriented.
- Ability to read, understand, and execute estimates, drawings, and plans.
- Ability to quickly identify problems and efficiently solve them.
- Ability to work autonomously to a significant degree.

**Education and Experience:**

- At least four years of experience in building, construction, or trade required.
- Bachelor's degree preferred.
- Project management experience preferred.

**Physical Requirements:**

- Must be able to access and navigate all areas of the property in all types of weather.
- Must be able to lift up to 75 pounds at times.
- Must be able to stand for long periods of time.
- Must be able to drive a vehicle and must possess a valid Florida driver's license.

### **Compensation**

**Salary range (not inclusive of housing) \$45,000 - \$55,000 annually**

*The employee must accept housing as a condition of employment. A condition of employment is an agreement at the beginning of employment by both employer and employee. The housing will be part of the compensation package, and is valued, based on fair market rates, at \$2,475 per month, inclusive of utilities.*

**Annual compensation value of housing is \$29,700.**

**To Apply for this position, please send your cover letter and resume to Jennifer Ourednik, Senior Director of Programs, at [jourednik@resilientretreat.org](mailto:jourednik@resilientretreat.org) by June 30, 2022.**

### **Benefits of working at Resilient Retreat**

*Resilient Retreat has an extensive array of benefits including a monthly stipend for health & dental insurance (which is offered [but not required] through Resilient Retreat), no co-pay TelaDoc, MyStrength (an emotional support platform), company paid life insurance, company paid short-term and long-term disability insurance,*

four weeks of paid leave annually, five collective disconnect days annually, 11 paid holidays and a flexible work schedule (including a four day work week). Further, employees are encouraged to participate in wellness programming offered by Resilient Retreat. Resilient Retreat puts wellness of employees at the forefront of all operations.

Resilient Retreat will be moving into an 18,000 square foot Retreat Center in late Spring. Professionally designed and well appointed, the space is warm, cozy and inviting and will host staff as well as participants in a state-of-the-art building on a campus made up of 84 acres of conserved land.

Resilient Retreat was recognized as Sarasota's Best Nonprofit in 2021 and has been nominated as Sarasota's Best Place to Work, Sarasota's Best Local Nonprofit, Sarasota's Best Local Health Nonprofit and Sarasota's Best Wellness Center in 2022.

**To Apply for this position, please send your cover letter and resume to Jennifer Ourednik, Senior Director of Programs, at [jourednik@resilientretreat.org](mailto:jourednik@resilientretreat.org) by June 30, 2022.**