

## **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 Prairie Club 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 has dual reporting. For matters related to Camp Hazelhurst other than the three Prairie Club owned rental facilities (i.e, Buena Vista, Family Cottage, and Farmhouse (collectively, the rental facilities)), the Property Manager reports to the Hazelhurst Camp Chair. For matters related to the three Prairie Club owned rental facilities, the Property Manager reports to the Rental Facilities liaison. Other significant contacts include the Prairie Club President and the individual rental facility chairs. The Property Manager also interacts with a variety of Camp committee chairs. The Prairie Club has an employment agreement with the Property Manager. This job description is an exhibit to that agreement and outlines the Property Manager's duties, responsibilities, and expected performance. As circumstances warrant, the duties and responsibilities set forth in this job description will be revised and updated.

The Camp Hazelhurst Property Manager is responsible for the day to day operations, maintenance, security and stewardship of Camp Hazelhurst and its facilities. Those camp facilities include the Camp Hazelhurst facilities of the Legacy Pavilion, Red Barn, beach bathroom, Mailroom/Hazelhurst library, storage garage, and Jr. Clubhouse as well as the three Prairie Club rental facilities.

- The day to day operations includes overseeing the camp grounds and Prairie Club rental facilities as well as maintaining the security of private cottages and managing regular provided services
- Maintaining the camp grounds includes cleaning and repair work of camp grounds and camp facilities
- Providing camp security includes making regular surveillance inspections of the camp grounds, reporting emergencies and identifying unauthorized individuals
- 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, the rental facilities liaison, the individual rental facility chairs, Camp committee chairs, individual siteholders, Prairie Club 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:

- Share and convey information, ideas, and feelings effectively and professionally both verbally and in writing
- Build effective interpersonal relationships. These skills are particularly important given the frequency of leadership changes in the Prairie Club and Camp Hazelhurst, e.g., two-year tenure of the Hazelhurst Camp Chair.
- Prioritize work efficiently and be a self-starter
- Identify, assess, understand, and cope with a serious situation using crisis management skills
- Understand basic aspects of mechanics and construction
- Possess the physical capability to perform manual labor

## **Educational requirements**

High school graduate or equivalency with mechanical and construction experience.

## **Job Responsibilities**

The Property Manager's job responsibilities fall into two major categories: 1) Security and maintenance of the camp grounds and its facilities and 2) Maintenance of the Prairie Club rental facilities. While this job description identifies various duties and responsibilities of the Camp Hazelhurst Property Manager, no job description can be completely comprehensive. Unexpected events will occur. The Property Manager is expected to respond to those unusual matters as they may occur using his knowledge, experience, and ingenuity.

The following are the primary job responsibilities of the Camp Hazelhurst Property Manager:

## **Camp Hazelhurst**

### General

The Property Manager is expected to promote good communication, collaboration, and relationship building to siteholders.

- Be available via cell phone and respond within 24 hours and to emergencies as soon as possible
- Post cell phone number in a conspicuous place for all siteholders to view
- 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 Camp 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 the end of October through the end of May, the Property Manager tours the camp grounds, making at least a once weekly inspection of the camp checking all cottages and other structures for external damage or imminent danger of same, and notifying the Camp Chair, the siteholder or respective Camp committee chair of the damage as appropriate.
- Make additional inspection tours as necessary in severe weather or other emergencies
- Inspection includes looking for any unusual appearance to both private cottages and camp facilities
- Make temporary repairs as necessary to protect the property. Inevitably, there will be situations that occur at camp facilities that require immediate maintenance or repair, some of which may be extensive. Work with the Camp committee chair or Camp 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 if the Property Manager operates such a business). In the event of a difference of opinion on the extent of work required, the Hazelhurst Camp Chair should be consulted.
- To the extent the Property Manager needs to procure goods or services, the Property Manager should comply with the purchasing policies and procedures set forth in the Prairie Club Accounting Policies and Procedures Manual.
- As a means of identifying unauthorized individuals and as frequently as possible, the Property Manager will introduce himself and welcome guests, Prairie Club members, and contractors entering the camp
- Be alert to any unusual activity (e.g., police, fire, medical) on the camp grounds and report to the Camp Chair or relevant siteholder as the situation warrants
- Determine that camp facilities are being used appropriately in accordance with camp rules. Notify relevant chairs as needed.
- If siteholder cottage keys have been provided to the Property Manager by the siteholder, keep the keys in a securely locked cabinet, with site numbers and siteholder names up-to-date.
- Maintain and make minor repairs to the camp-owned facilities, roads, walks, stairs, bridges, culverts, fences, outdoor lights and signs
- Maintain landscaping, cut grass, and remove brush piles on the camp grounds
- Manage and maintain trash pick-up. Arrange for the placement of trash and recycling totes in convenient locations throughout the camp before the Memorial Day weekend. From the end of October through the end of May, relocate the totes to the Red Barn. Keep the area around the totes clean and orderly. Organize dumpsters.

#### Use of contractors

- In the case of the Property Manager arranging for any duties or work within his job description to be performed by an outside contractor, the Property Manager must determine that the contractor has the necessary workers' compensation insurance coverage and has supplied the Prairie Club office with the necessary documentation related to evidence of workers' compensation insurance and an EIN (employer identification number) for purposes of receiving a Form 1099. Such requirements apply even if the work performed is being provided for free.

## 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. The Property Manager is responsible for ensuring that the mail is collected and deposited every day (except Sundays and holidays) even when the Property Manager is absent.

## Camp Committee Assistance

The Property Manager assists in the activities of a number of Camp Hazelhurst committees:

### *Conservation*

- Refrain from harming wildlife and vegetation
- Enforce the prohibition of hunting, fishing, trapping, and the use of firearms and fireworks on the camp grounds
- 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*

- Check the 911 emergency phone located at the beach quarterly to determine it is in working condition

### *Camp Grounds and Equipment*

- Provide and maintain an inventory of equipment owned by the camp. This inventory shall be updated by the Property Manager and a Hazelhurst representative appointed by the Camp Chair prior to the end of each contract year.
- Maintain all equipment in working order and make any necessary repairs on a timely basis
- Maintain a file with equipment instruction manuals and warranties
- Maintain a log of repairs and maintenance of equipment for those items requiring periodic maintenance where data on timing of last repair would be relevant, e.g., oil changes or engine rebuild on the tractor, AED replacement of Smart pads or batteries, fire extinguisher certifications
- Make recommendations for purchase of equipment as determined
- Check and maintain the two automated external defibrillators (AEDs). Replace batteries when needed. Check the date on the Smart pads and replace as required.

### *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 aggregate
- Order adequate supplies of gravel to be stockpiled for use in grading
- Manage snow removal services for roads and facilities that remain open during the winter.

### *Fire Safety*

- In all camp-owned facilities, replace batteries in all smoke and carbon monoxide alarms annually
- In all camp-owned facilities and by the BBQ grills, determine that fire extinguishers are appropriately inspected and in certification

### *Legacy Pavilion (The grill stations adjacent to the Legacy Pavilion are cared for by the Legacy Pavilion Committee.)*

- Be available to assist volunteers with chair set-ups/seating for Legacy Pavilion events and meetings as requested by the Camp committee facility chair
- As needed, sweep the brick walkway leading to the Legacy Pavilion

### *Red Barn*

#### Fall:

- Drain pipes and add antifreeze by November 1
- Turn off all electrical appliances
- Clean refrigerators
- Empty all garbage
- Secure the windows for the winter

#### Spring:

- Turn on water and hot water heater and test tap water and hot water to determine if plumbing is ready for the season
- Replace light bulbs as necessary
- Dust benches and chairs as necessary
- Perform additional cleaning as requested by the Camp committee facility chair

#### Summer:

- Be available to rearrange chairs/seating for barn events and meetings as requested by the Camp committee facility chair
- Be available to assist the Red Barn chair in determining that internet and phone lines for conference calling are functioning prior to siteholder meetings

- For siteholder meetings, be available to assist the Red Barn chair in the set-up of chairs, microphones, screen, projector, and cords
- Inform the Camp committee facility 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 Camp committee facility chair
- Inform the Camp committee facility chair and Camp Chair when Barn rules are not followed.

#### *Beach bathroom*

- In the spring, turn on the water, unlock the doors, and initiate the cleaning service
- Determine that the time locks are working properly. Batteries need to be replaced approximately every four years. Battery number S6061 from Keyless.
- In the late fall, turn off the water, drain the water, add antifreeze, lock doors, and terminate cleaning services as required. Lock the doors for winter.
- Replace light bulbs as necessary. Outside porch lights are incandescent 7.5w red bulbs.
- Perform minor repairs as needed in conjunction with and as directed by the Camp committee facility chair

#### *Mailroom/Hazelhurst Library*

##### All season:

- Clean mail room and empty trash
- Perform minor repairs as needed in conjunction with and as directed by the Library committee chair
- Replace light bulbs as necessary
- Clean and dust sign in the area and maintain sign-in book
- Maintain landscaping in front of the building

##### Spring:

- Power wash the building
- Repair 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 safe access to the mail house and arrange coverage for this duty if away from camp for more than 24 hours
- Remove snow and ice from the steps and porch. Apply eco-safe ice melting product and non-slip materials as necessary

### *Jr. Clubhouse*

- Perform minor repairs as needed in conjunction with and as directed by the Camp committee facility chair
- Replace light bulbs as necessary
- Power wash the playground equipment
- Secure all windows and lock doors during the off season

### **Prairie Club rental facilities**

The Prairie Club owns, operates, and maintains three year-round rental facilities at Camp Hazelhurst for the enjoyment of Prairie Club members and their families: Buena Vista, Family Cottage, and the Farmhouse. The Property Manager's principal contact is the Prairie Club Board of Directors member who is designated as the rental facilities liaison. The Hazelhurst Property Manager acts as a cleaning service liaison, consultant, and manager for all the rental facility chairs as requested.

#### Rental facility security and general maintenance

The Property Manager is expected to work with the Rental facility chairs and the Rental Facilities liaison to the extent necessary to maintain and protect the rental facilities, facilitate their rental operations, and maintain security.

- From October 1 through April 30, the Property Manager tours the camp grounds around the rental facilities, making at least a once weekly inspection of the rental facilities checking for external damage or imminent danger of same, and notifying the respective rental facility chair of damage as appropriate.
- Make additional inspection tours as necessary in severe weather or other emergencies
- Inspection includes looking for any unusual appearance to the rental facilities
- Make temporary or emergency repairs as necessary to protect the property. Inevitably, there will be situations that occur at the rental facilities that require immediate maintenance or repair, some of which may be extensive. Work with the respective rental 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 if the Property Manager operates such a business). In the event of a difference of opinion on the extent of work required, the Rental Facilities liaison should be consulted.
- To the extent the Property Manager needs to procure goods or services, the Property Manager should comply with the purchasing policies and procedures set forth in the Prairie Club Accounting Policies and Procedures Manual.
- As a means of identifying unauthorized individuals and as frequently as possible, the Property Manager will introduce himself and welcome guests, Prairie Club members, and contractors entering the camp
- Be alert to any unusual activity (e.g., police, fire, medical) on the camp grounds and report to the relevant rental facilities chair as the situation warrants

- Determine that the rental facilities are being used appropriately in accordance with camp rules. Notify the relevant facility chair as needed.
- Be responsible for keys for Club-owned rental facilities and show Club-owned rental facilities to Prairie Club members upon request and with reasonable notice
- Maintain and make minor repairs to the rental facilities, walks, stairs, outdoor lights and signs
- Purchase and stock paper towels, toilet paper, liquid hand soap, and dish detergent.
- Maintain landscaping and cut the grass adjacent to rental facilities
- In the winter, manage snow removal services for rental facilities
- Replace batteries in all smoke and carbon monoxide alarms annually
- Determine that fire extinguishers are appropriately inspected and in certification
- Inspect HVAC filters periodically and clean or change filters as necessary

#### Interacting with renters

- Be available to guests for information and emergencies
- Prior to check in of new guests, determine that the rental facility has been cleaned properly. Do appropriate cleaning as necessary
- Coordinate with the cleaning service to determine the laundry is collected, cleaned, and returned to the facility prior to the next rental
- Inform the Prairie Club member in whose name the facility is being rented when camp rules are not being followed
- Notify Camp Chair and rental facility chair when camp rule adherence is a problem with a particular guest

#### Evaluation of Performance

On an annual basis, the Property Manager's performance will be evaluated by the Evaluation and Compensation Committee.

Updated: October 2021