# QUAKER CENTER

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## MAINTENANCE JOB OPENING

Position: Maintenance and Facilities Manager
Type of position: Onsite, full-time, salaried
Reports to: Director
Start Date: May 2027

**OVERVIEW of organization and position**

**The Ben Lomond Quaker Center** is a conference and retreat center under the care of the Religious Society of Friends (Quakers), founded in 1949 in the redwood forests of the Santa Cruz Mountains. The Center hosts its own retreat programs each month, both in-person and online, with an emphasis on spiritual growth and Friends' Testimonies. Quaker Center also hosts two summer camps, and offers hospitality (lodging and meeting space) to groups and guests year round. These guests include families and individuals here for personal retreats and visits, and a wide array of social justice and spiritually-oriented groups and organizations.

The maintenance and facilities manager (MFM) is a **live-in, onsite, full-time, salaried** staff position. Housing is provided to the MFM and their family. They are responsible for performing routine, periodic, short-, mid- and long-term, and preventive maintenance. They balance the constant small and medium-level repairs and upkeep of the facilities with larger and long-term projects and improvements to Quaker Center's buildings and grounds.

The MFM is involved with a broad array of work and projects great and small. They may apply a wide variety of skills to this job, as well as grow and acquire new skillsets and areas of knowledge.

Like all staff members, the MFM represents Quaker Center and Friends' values to all visitors, and to the community at large.

The MFM supports and works closely with the director and in coordination with the Building and Grounds Committee of the Board. Together they establish long-range plans, develop the maintenance and capital improvements budgets, and review and amend the preventive maintenance program.

Working hours at Quaker Center may be irregular and include weekends and holidays, particularly when there are events and groups lodging here. Additionally, while many Quaker Center groups and guests are largely self-sufficient (it is considered a 'do-it-yourself retreat center'), it is

necessary for a staff member to be onsite and available while groups are present. The MFM should expect to occasionally be the contact person for groups onsite.

**Community.** There are currently three households of staff and residents onsite at Quaker Center. The staff members and their families make up a small, informal community that strives for mutual support and neighborliness. Weekly dinner nights and other occasional shared activities allow us to get together outside a work context.

The MFM is a core member of our on-site team and community. Because we are a small team, staff tasks often overlap. Like all Quaker Center staff and residents, the MFM will be asked to help out as needed in emergencies and other extraordinary situations, as well as in the day-to-day running of the Center.

**Housing.** Housing is provided to Quaker Center onsite staff. At this time, the MFM will be housed in the historic Manley House, a private one-bedroom lodging space in the original building. The private home includes a bedroom, living room and attached kitchen, full bathroom, and an additional small converted room. While the home has a private entrance, the building also houses Quaker Center's office and library.

**Working environment.** Quaker Center is located on 80 acres of redwood forest in the small town of Ben Lomond, California in the rural San Lorenzo Valley. This is a mountainous region known as the 'North County' of Santa Cruz County. Quaker Center is one mile from Highway 9. Living and working in a mountain forest offers a constant wealth of natural beauty, simple gifts, and wild sounds, sights, and smells. It also involves a rugged lifestyle and demanding environment in which navigating road closures, extreme weather, power outages, and the dangers of fire and storms may be a routine part of life.

## PRIMARY DUTIES AND RESPONSIBILITIES

**Accountability.** The MFM meets regularly with the director and other team members to review ongoing repairs, needs and upkeep to the cabins, lodges and grounds, and determine short-, mid- and long-term goals. They participate in the weekly staff meeting and other staff functions. The MFM additionally attends all monthly Buildings and Grounds Committee meetings and, as requested, attends BLQCA Board meetings when maintenance and related issues are being discussed.

### Maintenance and Operations responsibilities

- Make ongoing general repairs to Quaker Center's buildings and grounds
- Maintain Quaker Center's water system
- Maintain Quaker Center's septic and fire safety systems
- Implement short and long-term goals for stewarding forest health and fire safety
- Take care of the workshop, tools, equipment storage areas and Quaker Center pick-up trucks
- Train and manage a part-time maintenance assistant
- Collect and drive all trash and recycling to nearby pick-up spot and/or transfer station

- Maintain the roads and trails
- Cut and store firewood
- Oversee additional construction and repair projects
- As needed, select qualified contractors using objective and explainable criteria, and supervise these contractors and their work
- Adhere to official safety requirements and practices

**Hospitality and Program responsibilities**

- Coordinate and supervise projects and work crews of the annual summer Family Work Camp, and provide support as needed to other Quaker center camps
- Serve as on-site on-call staff one weekend a month and periodic weekday evenings
- Orient and train new employees, and supervise their work in regard to maintenance duties
- Remain informed of Quaker Center programs, group reservations and other activities
- As needed, perform occasional housekeeping tasks

*Additional duties:*

Quaker Center hospitality work varies according to season and our event calendar. At times it may keep us all busy, at other times it may recede. When the hospitality work subsides, the MFM may also be expected to:

- Assist in general day-to-day tasks at Quaker Center (running errands, etc.)
- Take on additional approved projects
- Assist other staff with their duties or special projects as needed

## QUALIFICATIONS

- Experience with maintenance and upkeep of buildings and grounds; handyperson skills
- Possess good mechanical aptitude, and the knowledge and skills necessary to perform the stated job responsibilities
- Willingness to learn in unfamiliar areas of expertise
- If necessary, willingness to work toward Level D1 or T1 water treatment certification
- Experience with operating a variety of mechanical equipment
- A valid driver's license and a good driving record
- Specific expertise in electric installation, gas, plumbing, internet, carpentry, forestry, and more are especially useful
- Up-to-date CPR and First Aid certification (or willingness to obtain these)

## PHYSICAL REQUIREMENTS

This is a physically active job. Quaker Center employees frequently traverse much of the campus multiple times daily and are on their feet for hours at a time. The Maintenance and Facilities Manager's tasks frequently require additional physical labor. They should be able to:

- Climb tall ladders
- Lift up to 90 pounds

- Walk over uneven terrain and steep hills

## ADDITIONAL EXPECTATIONS OF ALL QUAKER CENTER EMPLOYEES

- Experience and spiritual alignment with Quaker values and decision-making practices
- Alignment with Quaker testimonies including: integrity, simplicity, peace, equality, community, and environmental stewardship
- A welcoming attitude and willingness to provide hospitality for visitors to Quaker Center
- Openness to a wide range of spiritual beliefs and experiences, cultural backgrounds, practices and differences (of all kinds)
- Appreciation of the role of Quakerism in the mission, work, and daily life of Quaker Center
- Willingness to pitch in and help out with all aspects of running and maintaining a retreat center in a redwood forest

## COMPENSATION

This is a salaried position. The starting annualized salary for this position is $36,200, spread over 24 pay periods and paid every two weeks by check or direct deposit. An annual review will be conducted each year on or around the time of your hiring date. At that time any merit or cost of living increases may be discussed and, if approved by the director, submitted for approval to the Finance and Personnel Committees. Any approved increases will go into effect no later than one month following Board level approval.

This position also includes the following benefits:

- On-site housing and utilities
- 15 paid time off (PTO) days per year and 9 paid holidays per year
- A 3% matching contribution plus a 2% nonelective (a non-matching direct contribution) to a retirement fund in a Simple IRA at Impax World Funds
- Various household supplies that Quaker Center buys in bulk (paper and cleaning products)
- Complimentary participation in Quaker Center programs, including meals
- 5 nights guest use of one of the Quaker Center guest cabins each year
- Use of Quaker Center facilities and equipment when not needed for Quaker Center business

## DURATION OF CONTRACT

This is a three-year contract, renewable by mutual agreement. The first year of this contract includes a six-month probationary trial period, at the end of which the MFM and the Director should mutually agree whether to continue with this agreement.

## TO APPLY

Send an email to nico@quakercenter.org and include a cover letter, resume, and three references (contact information: phone number and/or email address) with the subject line: Maintenance and Facilities Manager. This job offer will remain open until filled.