



Camp Blue Diamond

Facilities Director



Mission

Camp Blue Diamond is a 238-acre Christian retreat center, summer camp, and family campground nestled within the Rothrock State Forest near Petersburg, PA.

The mission of Camp Blue Diamond is to encourage discipleship of Jesus Christ and to facilitate growth and healing in each person's relationship with God, others, themselves, and the created world through providing summer camp and retreats for the children, youth, and adults of Middle PA District Church of the Brethren, and providing rental facilities to other organizations and Christian churches.

Affiliations and Accreditation

Camp Blue Diamond is affiliated with the congregations of the Middle PA District Church of the Brethren. As a Church of the Brethren camp, we believe that Jesus is the Son of God, the Holy Spirit is God's presence in the world today, baptism must be a conscious choice made by the believer, and that believers should practice simple living, peaceful nonresistance, and the teachings of Jesus. Camp Blue Diamond is a member of the Church of the Brethren's Outdoor Ministries Association (OMA).

Camp Blue Diamond is also affiliated with the American Baptist Churches of the Centre Association of American Baptist Churches of Pennsylvania and Delaware (ABCOPAD).

Camp Blue Diamond is proud to be accredited by the American Camp Association. Developed exclusively for the camp industry, this nationally recognized program focuses on program quality, leadership training, and health and safety issues. As an accredited member, we are required to review every facet of our operation including hiring procedures, counselor training, emergency plans, healthcare procedures, and a host of program policies. Camp Blue Diamond has voluntarily submitted to this independent appraisal done by camp experts and has earned this mark of distinction. Only about 1/4 of all children's camps in the US meet ACA's accreditation standards.



Additional information is available at www.campbluediamond.org.



Summer Camp

The mission of Camp Blue Diamond is to encourage discipleship of Jesus Christ and to facilitate growth and healing in each person's relationship with God, others, themselves, and the created world. During summer camp, this mission is accomplished as approximately 350 children and youth experience God in a variety of settings, including daily Bible discovery, vespers, group building activities, campfire, music, nature, crafts, swimming, canoeing, adventure activities, recreation, and living together in a Christ-centered community.

The curriculum is based on scripture—age appropriate, geared to an outdoor setting, respectful of God's creation, and adaptable to a variety of learning styles. However, the opportunity to experience God is a part of everything we do as we keep Christ at the center of all programming and relationships within the community.

Camp provides an opportunity to get away. It's a place where campers, old and young alike, are free to explore, run, laugh, play, make friends, and experience God in new ways. The summer program is primarily based on small group cabin units combined with large group activities. Children and adults have many options from which to choose:

- ❖ Kiddie Camps (ages 5-7 + adult)
- ❖ Tenderfoot Camp (grades 1-2)
- ❖ Pioneer Camp (grades 2-4)
- ❖ Junior Camps (grades 3-5)
- ❖ Junior Adventure (grades 4-5)
- ❖ Cooking Camp (grades 5-6)
- ❖ Caving Camp (grades 5-7)
- ❖ Creative Arts Camp (grades 5-8)
- ❖ Jr. High Camps (grades 6-8)
- ❖ Youghiogheny Adventure (grades 7-9)
- ❖ Outdoor Living Skills Camp (grades 8-12)
- ❖ Youth Camp (grades 8-12)
- ❖ Counselor In Training Camp (grades 9-11)
- ❖ Family Camp (all ages)

We believe that a church camp experience will positively impact a child's life and we are committed to providing a program that respects the rights and dignity of all.

Retreats and Gatherings

Camp Blue Diamond provides programming for a variety of retreats and gatherings for children, youth, and adults:

- ❖ Junior Retreat
- ❖ Junior High Retreat
- ❖ Youth Retreat
- ❖ Spring & Fall Workday
- ❖ Bird Walk
- ❖ Herpetology Retreat
- ❖ Quilt & Craft Camp
- ❖ Senior Adult Day

Group Rentals

Camp Blue Diamond is a beautiful setting for groups of any size to gather for retreats, meetings, picnics, worship, and more. The Retreat Center consists of the Main Lodge, Hemlock Lodge, the Ouch House, and the 10 surrounding, winterized summer camp cabins. This area is available year-round to rental groups except during the summer camp season: June through early August.

The Rising Sun and Lakeside cabins, Camp's "Beach Houses in the Woods" are ideal for smaller groups and families. Both cabins have 3 bedrooms (sleeps up to 15), a living/dining room, kitchen, 2 bathrooms, a loft, central AC and heat, and TV/DVD.

Lakeside and Campground Pavilions are available for picnics from May through September. Each pavilion has picnic tables for 100, and the Lakeside Pavilion has a worship amphitheater nearby.

Fundraising Events

Several fundraising events are held each year in support of the ministries of Camp Blue Diamond. Heritage Fair, a fall festival featuring homemade foods, crafts, activities, auctions, and a Brethren Heritage Center, has been held at Camp for 40 years. The Brethren Open Golf Tournament has been co-hosted by Camp and the Middle PA District every August for more than 25 years.

Camp hosts Annual Fundraising Dinners each spring. The program includes a family-style meal, live entertainment, and staff updates. In recent years, Camp has also hosted a fundraising day at several steakhouses within the Middle PA District.

Family Campground

Camp Blue Diamond operates an RV, Trailer, and Tent Campground with 46 RV and tent sites and a primitive cabin. All sites include a table, fire ring, and water. Both 30- and 50-amp service is available as well as sewage. Washhouses offer toilets, sinks and showers. A dump station, dumpster, firewood and ice are also available. Smoking, vaping, alcohol are not allowed. Pets on leashes are permitted.



The Campground has a family-oriented, quiet atmosphere. It is a great place to relax, enjoy nature and have family time. A Wi-Fi hotspot is available in the campground parking lot. The lake and sandy beach are open to guests for swimming and canoeing. Hiking, a small ball court, beach volleyball, biking, and fishing are available. The Campground is open to guests from May 15 through October 31.

Facilities

Camp Blue Diamond maintains a variety of facilities that include over 30 buildings and structures. We also maintain four wells and related equipment. Some of these facilities include:

- ❖ Main Lodge
- ❖ Hemlock Cabin
- ❖ Ouch House Cabin
- ❖ Summer Camp Shower House
- ❖ 10 Winterized Summer Camp Cabins
- ❖ Rising Sun and Lakeside Rental Cabins
- ❖ Maintenance Building
- ❖ Office
- ❖ Staff Duplex
- ❖ Executive Director's Residence
- ❖ Bearview Staff House
- ❖ Campground Shower House



Facilities Director

Camp Blue Diamond is seeking a gifted and dedicated individual with a passion for outdoor ministry to serve as its next Facilities Director. Nestled on 238 acres within the Rothrock State Forest near Petersburg, Pennsylvania, Camp Blue Diamond is a retreat center, summer camp, and family campground affiliated with the congregations of the Middle Pennsylvania District Church of the Brethren. Guided by its mission, Camp Blue Diamond strives to encourage discipleship of Jesus Christ while fostering growth and healing in each person's relationship with God, with others, with themselves, and with the created world.

The Facilities Director is responsible for the year-round maintenance, safety, and operational readiness of Camp Blue Diamond's physical assets, including buildings, grounds, vehicles, and specialized systems such as wells and septic systems. The duties of the Facilities Director include but are not limited to:

- **Building Maintenance:** Overseeing structural repairs, painting, and systems like HVAC, plumbing, and electrical work for all camp cabins and administrative buildings.
- **Groundskeeping:** Managing grass cutting, trail maintenance, snow removal, and the upkeep of fields and recreation areas.
- **Safety & Compliance:** Ensuring the site meets all American Camp Association (ACA), OSHA, and local health department standards for non-programmatic areas.
- **Staff & Volunteer Supervision:** Recruiting and managing seasonal maintenance crews and building a network of year-round volunteers for facility upgrades.
- **Equipment & Fleet Management:** Maintaining camp vehicles, tractors, and power tools to ensure they are in safe working condition.
- **Administrative Operations:** Managing the facilities budget, ordering supplies, and coordinating with outside licensed contractors when specialized repairs are needed.

The Facilities Director is accountable to the Executive Director and Camp Blue Diamond Board of Directors.

Qualifications for this position include strong interpersonal and leadership skills, along with the ability to communicate clearly, stay well organized, and work collaboratively as part of the overall camp team. Candidates should bring a solid understanding of facilities management, with prior experience in a similar role strongly preferred. The ideal applicant is a capable problem solver who can work independently while managing multiple projects simultaneously. A valid driver's license is required, as well as the physical ability to lift and move heavy machinery and equipment, work on ladders and roofs, and perform outdoor work in a variety of weather conditions. Applicants should be Christian and either a member of the Church of the Brethren or someone who demonstrates a genuine appreciation for and understanding of Brethren beliefs and values.

This full-time, salaried position includes health benefits, a generous PTO/holiday package, and on-site housing and utilities. Review of applicants will begin on March 1, 2026. It is expected that an appointment will be made in April with an anticipated start date in May.

How To Apply

To apply, submit letter of interest, resume, and 3 references to Brian Bert, Executive Director, at executive@campbluediamond.org, or: Camp Blue Diamond, P.O. Box 240, Petersburg, PA 16669

Note: New employees must have acceptable background checks for an official offer to be given. More information will be provided to candidates who advance in the interview process.

Detailed Job Description

Building Maintenance

- Provide routine maintenance on all buildings
- Oversee inspection of safety devices on a regular basis (smoke alarms, fire extinguishers, carbon monoxide detectors, etc....)
- Perform, supervise, or contract repairs as needed
- Provide regularly scheduled inspections of building and grounds for damage and potential risks
- Do, or coordinate, and oversee building construction and renovation
- Maintain accurate records of building maintenance, equipment replacement, repair, etc....
- Annually provide inventory of tools, equipment, and supplies to Executive Director for insurance purposes
- In cooperation with the Executive Director and Camp Board of Directors work to implement Master Plan and oversee and coordinate new building construction
- In cooperation with the Executive Director and Property Committee of the Camp Board of Directors hire contractors for major projects as needed

Grounds Care

- Perform, or supervise, grounds care: mowing, landscaping, raking, limb removal, etc....
- Maintain camp roads
- Provide snow removal and spread anti-skid on Diamond Valley road and around camp to ensure safe travel for staff and guests
- Supervise refuse removal and maintain dumpster area to ensure clean and safe surroundings
- Supervise wood cutting to maintain adequate supply of seasoned firewood
- Hire contractors such as backhoe operator, tree service, etc.... when needed and oversee work
- Oversee recycling needs

Vehicles and Equipment

- Provide or oversee routine maintenance of vehicles and equipment
- Keep motor vehicles PA inspections current
- Provide for repairs to vehicles

Purchasing

- Communicate with Executive Director(s) concerning facility needs during budget preparation
- Purchase materials to maintain building, grounds, and vehicles
- Provide for delivery of gasoline and diesel fuel
- Provide for delivery of gravel as needed for roads and grounds
- Purchase tools as needed for maintenance of camp
- Purchase lumber and materials as needed for special projects
- Be in consultation with the Executive Director before purchasing tools, building materials or services more than \$500

Utilities

- Monitor delivery of propane and heating oil
- Provide drinking water samples as needed (monthly) to the camp selected lab as per DEP regulations

- Provide drinking water samples for yearly testing of nitrate/nitrite levels as per DEP regulations
- Be in contact with electric co-op as needed concerning tree/right away maintenance

Campground

- Ensure firewood supply is sufficient
- Maintain utilities as each site
- Keep sites free of sticks, leaves, etc.
- Mow and weed eat throughout

Lake Area

- During swimming months provide weekly water samples to the camp selected lab as per DEP regulations
- Maintain beach area for safety
- Procure and spread new sand as needed
- Maintain chicken BBQ pit and racks
- Winterize bathrooms/water supply prior to winter

Committees

- Attend Camp Board meetings as an *Ex-Officio* member
 - Provide Facilities Director Report
 - Provide insight as able
- Serve as liaison on the Property Committee
 - Work with the Property Committee concerning building, grounds, equipment purchases, equipment repair as needed
 - Communicate regularly with the Property Committee chairperson concerning the report to the board and project updates
- Heritage Fair Coordinating Team - assist in planning and implementing Heritage Fair
- Others as is pertinent to Facilities Director position or interest

Heritage Fair

- Provide for preparation of Heritage Fair in the following: grounds clean-up, set out picnic tables and trash cans, rope off areas as needed, etc....
- Be available during the day of Heritage Fair and provide help as needed in the areas of repair, electricity problems, etc...., oversee outside clean-up and trash removal
- Return grounds to “pre-Heritage Fair” condition

Volunteers

- Communicate with volunteers concerning regularly scheduled volunteer days and work projects
- Schedule volunteer work projects: woodcutting, building projects, workdays, etc....
- Recruit volunteers as needed for projects
- Work with and oversee volunteers and projects
- Catalog volunteer names, skills, etc....

American Camp Association

- Be familiar with ACA standards as they pertain to maintenance, buildings, and grounds
- Document vehicle maintenance on a regular basis as directed by ACA standards
- Provide paperwork needed for ACA visits in a timely fashion

Rental Groups

- Provide friendly hospitality for rental groups during weekends on duty
- Periodically check in with each group and take care of requests as needed

Housekeeping

- The Facilities Director is responsible to oversee housekeeping tasks during the summer months while providing assistance as needed to the Program Director, who serves as coordinator of housekeeping during the other seasons.
- Purchase toilet paper, paper towels, and hand soap
- Repair broken or damaged items as noted by Program Director or other housekeeping staff
- Repair or replace broken or ineffective cleaning equipment such as: vacuum cleaners, mops, etc....

Summer Camp

- Work with the Program Director to assure facilities needed are ready for use
- Oversee and supervise the Summer Maintenance Staff
 - Evaluate performance of Maintenance staff
 - Report problems/concerning staff persons to Executive Director
- Check daily written maintenance requests/concerns as reported by other staff members

Outdoor School Program

- Provide facility and grounds needs of ODS as needed
- Be available to help clean facilities as needed prior to, and following weeks of ODS
- Be available to assist during meal clean-up if needed

Others

- Attend and actively participate in weekly staff meetings
- Daily record hours worked as directed by Executive Director
- Check in office upon arrival daily
- Communicate with Executive Director concerning projects and needs
- Meet with Executive Director for evaluation of performance
- Serve weekend duty as assigned

Outdoor ministry at Camp Blue Diamond requires flexibility and teamwork. In this spirit all staff may be called upon, as needed, to provide help in the following areas:

- Kitchen
- Office
- Programming
- Housekeeping
- Maintenance/Grounds
- Fundraising
- Others