



JOB DESCRIPTION / Facilities Manager

Job Summary

The Facilities Manager is responsible for managing all camp facility functions. The Facilities Manager coordinates the repair and maintenance of all TLC vehicles and grounds keeping equipment as well as grounds maintenance and upkeep. This is a full-time ministry position, in which our heart, commitment, and attitude of reflecting Jesus should be evident to staff and guests. Safe, Fun, Gospel is the foundation of the Trout experience.

The Facilities Manager supervises the Facilities Staff, summer staff, and volunteers assigned to this area. This position also supervises the contracting of outsourced labor and licensed professionals within budgetary parameters. The Facilities Manager is directly accountable to the Assistant Camp Director.

Year Round

While this position is accountable to the Assistant Camp Director, there are times when the Executive Director, Camp Director, and Associate Camp Director may provide direction. To be successful, this position must coordinate efforts with the Guest Services Director, Registrar, Office Manager, and Housekeeping Manager.

Duties include, but are not limited to:

- Repair and maintain all TLC vehicles, boats, and grounds keeping equipment.
 - Coordinate vehicle purchasing and removal, title and insurance management with Assistant Camp Director.
 - Coordinate annual repair and maintenance schedules for equipment, vehicles, and golf carts with Assistant Camp Director.
- Make sure all facilities are serviceable before the arrival of guests. This includes the following:
 - Meeting and lodging areas, indoor recreation areas, restroom facilities, outdoor recreation areas.
 - Door knobs, door hinges, thresholds, windows, screens, painting, roof and gutters.
 - Plumbing, Sloan valves, shower heads, and drains.
- Coordinate routine road maintenance with volunteers and staff.
- Coordinate routine trail maintenance with volunteers and staff.
- Utilize Asana and other database software for daily information regarding guest groups and vehicle and equipment management.
- Set up facilities and equipment as requested and assure that everything is safe and functional.
- Supervise Facilities Staff.
- Assist the Buildings/Major Systems Director with work as time allows and responsibilities overlap.
- Coordinate with Assistant Camp Director to purchase supplies and equipment involved in carrying out job responsibilities within budget guidelines.

Summer

- Ensure all facilities are serviceable before the arrival of guests. This includes the following:
 - Lawns and trimming.
 - Roads, sidewalks, trails (including horse trails).
 - Wood chipped paths and activity areas.
 - Parking areas, ditches, manage water/erosion control.
- Produce summer vehicle assignment list.
- Irrigate where needed.
- Purchase and supply horse corral with hay.
- Wash and clean camp vehicles.
- Recruit volunteers for assistance in lawn maintenance and facilities upkeep.
- Manage and schedule assigned summer staff.

Tri-Season

- Ensure all facilities are serviceable before the arrival of guests. This includes the following:
 - Assist Apostleship Director in preparation of broom ball rinks.
 - Snow removal and sanding on roads, courtyards and entries.

- Coordinate floor care:
 - Stripping and re-waxing of floors.
 - Painting steps.
 - Auto scrubbing Stoneridge.

Other Job Duties

- Coordinate with Food Service Director the purchase and distribution of contracted beverage supplies.
- Coordinate and assist with rifle and archery ranges, equipment, and supplies.
- Provide emergency assistance for:
 - “Jumping” batteries and tire repair.
 - Unlocking doors.
 - Pulling vehicles from ditch.
 - Downed trees and storm response.
- Accurately record hours worked in Buddy Punch or other time recording software.
- Attend all staff meetings as requested.

Qualifications and Requirements

- Previous experience in Christian camping or a ministry setting.
- Knowledge of general facilities and equipment maintenance.
- CDL License and experience with bus driving.
- Good “people skills.”
- Basic computer skills.
- Good organizational and communication skills.
- Shall exhibit the qualities of a “self-starter,” not relying on outside influences for motivation.
- Able to meet deadlines and communicate effectively with other camp departments.
- Willing to learn and demonstrate concern for organizational excellence.
- First Aid Certified and CPR Certified preferred, but not required.

Other Information

- When work is not available in this area, the employee may be asked to assist in other areas as needed.
- The employee will represent Trout Lake Camp in a positive light in all conversations, both on and off the job, to guests, volunteers, and fellow employees.
- A background check and completion of the MinistrySafe program are required and must be successfully completed prior to employment.
- The position will average from 40 to 48 hours per week on an annual basis. This means that some weeks in the summer may require 48+ hours per week be worked. Other weeks during the off-season may require fewer hours per week. Because of the nature of this position flexibility is required in the hours that can be worked.
- Individual must be in agreement with the Converge North Central Statement of Belief.

This document reflects the general details necessary to describe the principal functions of this job, the level of expertise, skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.