



BEAR LAKE CAMP MINISTRY DESCRIPTION

POSITION: Facilities Manager

OVERVIEW

Bear Lake Camp seeks a mature, Christ focused individual who is passionate about Christian camping ministry. This position is critical to the ministry of Bear Lake Camp and contributes directly to our mission of leading youth to know and follow Christ. The Facilities Manager oversees the physical care, maintenance, and appearance of the camp property so that Bear Lake Camp guests experience a safe and welcoming environment where ministry can take place. This position is responsible for the stewardship of the property, ensuring that the camp will be able to support the next generation of campers. This is a full-time salaried position that starts in the Fall of 2024

RESPONSIBLE TO: Executive Director

REQUIRED QUALIFICATIONS:

1. Has a sincere love for the Lord and shows a consistent walk with the Lord.
2. Demonstrates support and commitment to BLC's doctrinal statement, mission, and core values.
3. Has previous experience in Christian Camping and senses a call to camp ministry as a vocation.
4. Has a love for campers and a strong desire to see campers come to know and grow in Christ.
5. An ideal candidate is disciplined, dependable, teachable, good with people, has strong administrative skills, general common sense, flexibility, and is willing to grow.
6. Possess an aptitude in general maintenance skills, including plumbing, electrical, drywall work, general carpentry, painting, grounds care, vehicle maintenance, heating, refrigeration, small equipment, and mechanical things. Has a strong "handyman" ability to perform repair and improvement tasks in these areas.
7. Have a working knowledge of cleaning equipment and techniques.
8. Ability to work in a team environment with staff and volunteers.
9. Highly detailed and self-starting individual with an attitude of excellence.
10. A true servant's heart; someone who anticipates needs and acts without being asked and is willing to forgo personal rights for the common good of the camp and campers.
11. Willing to work varied hours and live on or near camp property.

PHYSICAL REQUIREMENTS:

1. Must be able to move and lift heavy equipment and materials upwards of 50 pounds.
2. Ability to work effectively in a variety of environments including indoors, outdoors, and inclement weather.
3. Work may involve being mobile for extended periods of time both indoor and outdoor.



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GENERAL RESPONSIBILITIES:

1. Be a witness for Jesus Christ in all words and actions, and share Christ's love with the public, campers, and staff to reflect favorably upon the Lord and Bear Lake Camp.
2. Develop a Christ-like, servant atmosphere in the work area.
3. Be responsible and give direction to maintenance and housekeeping areas.
4. Evaluate current site operations to maintain a safe environment that adheres to the Indiana state youth camp code.
5. Develop a close working relationship with all areas of camp operations.
6. Meet regularly with the Executive Director (monthly) and Site Director (weekly) to prioritize tasks to be accomplished, make recommendations and share any concerns.
7. Keep all staff informed of operational procedures.
8. Be directly responsible for the care, comfort, and work schedule of volunteers.
9. Operate within an approved budget.
10. Assist with hosting groups.
11. Be available to assist in other areas as needs arise.
12. Attend required staff meetings.

MAINTENANCE RESPONSIBILITIES:

1. Schedule, execute, and log preventive maintenance on all buildings, equipment, and program areas.
2. Maintain interior and exterior of all buildings.
3. Maintain an organized maintenance shop so maintenance items may be easily found.
4. Keep walkways, roads, and building entries free of snow.
5. Be responsible to maintain and develop the landscape of the campgrounds including the lawns, shrubs, trees, and flowers.
6. Be responsible to maintain outdoor furniture.
7. Haul trash from around the grounds (both indoors and outdoors) to dumpster.
8. Be responsible for the construction, installation, and maintenance of all exterior signs (i.e. trails, roads, buildings)
9. Ensure maintenance and housekeeping supplies and equipment are timely ordered and stock is maintained at adequate levels.
10. Work with the executive director to keep maps of overhead and underground utilities up to date.
11. Be directly responsible for all local, state, and federal regulations, laws, forms, and contracts relating to maintenance and ministry description related responsibilities.
12. Ensure safety protocols are followed when using equipment and vehicles.

HOUSEKEEPING RESPONSIBILITIES:

1. Ensure buildings are ready for guests when they arrive at camp.
2. Write and maintain current accommodation procedures for each camp building.
3. Schedule housekeeping to maintain as low a profile as possible.
4. Schedule and execute preventative housekeeping maintenance (i.e. carpet cleaning, window washing, etc.)
5. Be current on the latest resources and equipment in the housekeeping industry.
6. Be responsible to train all housekeeping staff.
7. Be responsible for all camp-owned furniture.