

## **COVENANT PINES MINISTRIES**

### ***Job Description***

**Job Title:** CPBC Facilities Director

**Reports to:** CPBC Camp Director

#### PURPOSE:

The Facilities Director is responsible to provide camp facilities, grounds and equipment that are well-maintained, clean and ready for campers, guests, staff and volunteers. This includes primary responsibility for maintenance of all buildings, boats and vehicles, as well as the development and construction of new building and remodeling projects. All efforts must be conducted with a servant attitude that seeks to fulfill the Covenant Pines Ministries mission “to encourage campers to take a next step in Christian faith.”

#### QUALIFICATIONS:

This position requires an active and growing faith in Jesus Christ, demonstrated personal integrity, consistent work ethic, exceptional leadership, interpersonal communication and organizational skills, attention to detail and a team-oriented servant attitude. Preferred qualifications also include a college degree and at least 5 years of facilities maintenance or management experience in a ministry, hospitality and/or camp environment. Individuals must possess plumbing, electrical, HVAC, carpentry and/or mechanical skills and the physical ability to regularly lift and move objects weighing over 50 pounds, walk around camp, climb ladders and stairs, drive camp vehicles and operate tractors, lawnmowers, snowblowers and other equipment.

Applicants agree to support the mission, vision and values of Covenant Pines Ministries and principles of The Evangelical Covenant Church, as published in “Covenant Affirmations” (see <http://www.covchurch.org/affirmations>).

#### RESPONSIBILITIES:

- Maintenance
  - Develop a system of recording and tracking maintenance needs, including receipt of requests and communication with camp staff.
  - Identify repair needs, prioritize based on camper/guest impact and perform or ensure that repairs are completed on a timely basis.
  - Develop and follow preventive maintenance schedules, and keep related records.
  - Notify camp leadership of required major repairs and replacement.
  - Test and inspect alarm systems on a periodic basis.
  - Oversee and perform mowing, weed clearing, tree removal, snow removal and other grounds keeping.
  - Coordinate interior and exterior painting and staining of camp buildings.
  - Maintain water and septic systems in accordance with state and county standards.

- o Perform maintenance and repairs on all vehicles, boats, equipment and tools to ensure proper function and availability when needed
- o Ensure proper waste removal and recycling and maintain organized and neat storage of unused items.
- o Preserve and enhance the camp's natural environment, exemplifying stewardship of forest areas, lakeshore, wildlife habitat, etc.
- Development and Construction
  - o Assist Camp Director in developing plans and priorities for building and remodeling projects.
  - o Work with county zoning and permit issues.
  - o Acquire, maintain and organize materials, supplies and equipment needed for building projects.
  - o Work with outside contractors utilized for specialized areas such as electricians, plumbers, etc.
  - o Retain and file maps, plans and other documentation relevant to building projects.
- Staff Scheduling and Supervision
  - o Assist Camp Director in recruitment, hiring and evaluation of part-time staff.
  - o Schedule and supervise part-time maintenance staff and volunteers.
  - o Provide training, supervision and direction for summer maintenance staff.
  - o Coordinate with the Program Director for utilization of summer maintenance staff in program activities.
  - o Coordinate efforts with SWEAT program coordinator to effectively utilize SWEAT campers in meaningful projects, in addition to daily housekeeping duties.
  - o Create a positive environment that promotes unity while serving Christ together.
- Volunteer Utilization
  - o Work with Camp Director and other staff to maintain ongoing lists of potential volunteer projects and priorities.
  - o Assist Camp Director in communication of project needs, weekend opportunities and required tools and supplies to volunteers.
  - o Prepare all materials, supplies and equipment needed by volunteers to effectively complete projects while at camp.
  - o Provide training and instructions for completion of work projects, including safe operation of equipment.
  - o Work alongside volunteers as appropriate and recognize the importance of volunteers and opportunity to minister with and to them.
- Retreat Preparation and Assistance
  - o Prepare facilities and grounds for weekend retreat groups, including turning on heat, lights, etc.

- o Assist in preparation and maintenance of activities areas, i.e., broomball rink, waterfront, etc.
  - o Participate in serving meals, cleaning and set-up of dining hall as needed.
- Other
  - o Oversee ordering and purchasing of maintenance supplies and equipment within approved budgets.
  - o Communicate with staff to ensure that facilities, grounds and equipment are in good working order and visually appealing to guests.
  - o Periodically interact with campers and guests to gain feedback and insight on ways to enhance the camp's facilities and grounds.
  - o Provide vision for ways to leverage the camp's physical resources in partnering with churches and ministering to guests.
  - o Perform other duties as assigned. Offer willing assistance to guests and other staff members as needs arise.

#### WORK ENVIRONMENT AND HOURS:

The Facilities Director position is full-time, with a work schedule that varies depending on the season of the year and timing of groups at camp. Work days and hours are approved by the Camp Director. The Facilities Director must be willing to live and work in a camp setting with varying weather conditions and physical requirements. Individuals must possess the physical ability to lift, carry and operate necessary equipment, as well as to make their way around camp on foot. Covenant Pines Bible Camp is located in McGregor, MN.

#### COMPENSATION AND BENEFITS:

Compensation commensurate with experience, with eligibility for benefits such as health insurance, retirement, vacation days, holidays and sick time as defined for full-time employees in the Employee Manual.

To apply, please contact Matt Braun with a resume or questions.

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