



Facilities and Grounds Maintenance Lead Job Description

Lutherwood Camp and Retreat Center is seeking a Facilities and Grounds Maintenance Lead to lead in maintaining and improving our property so all can experience grace in creation. The ideal candidate will have a passion for stewarding our facilities faithfully for the mission of Lutherwood, multifaceted work, and volunteer leaders. A strong orientation to developing maintenance schedules and self-direct work is essential, as is a strong Christian faith commitment. This position works closely with the Executive Director, year-round staff, volunteers, and other seasonal staff to create a hospitable and safe environment for all. This position is a full-time, year-round position.

Lutherwood Mission Statement: Exploring Grace in Creation

Camp Information:

Lutherwood Camp and Retreat Center was founded in 1946 with a dream to provide an outdoor setting for faith development and fun. Over the years the partner congregation of the ELCA and LCMS have worked hard to meet the needs of youth, families, and congregations. We offer programming throughout the year, with additional organizations and individuals renting space throughout the year. Additional information is available at www.camplutherwood.org.

RESPONSIBLE TO: The Executive Director

QUALIFICATIONS:

- Commitment to the mission of Lutherwood and to outdoor ministry, and a passion for hospitality.
- Knowledge and experience in outdoor ministry settings preferred.
- Preferred participation in a local Lutheran Congregation.
- At least two years' experience in facilities maintenance.
- At least 21 years of age
- Ability to lift over 50lbs, walk over uneven ground, bend, stretch, and stand.
- Basic knowledge in various building and grounds trades including carpentry, electrical, plumbing, grounds maintenance etc.
- Knowledge of use of various tools, including their safety requirements
- Ability to effectively communicate, delegate tasks, and cooperate with paid and volunteer staff, campers and guests.
- Willingness to accept guidance from Executive Director and coordinate with other staff members.
- Proven ability to organize people and design appropriate duties for volunteers and staff.
- Valid driver's license with good driving record.
- Has or willing to be trained for a Washington State Basic Treatment Operator rating (BTO) for water treatment.
- Willingness to work a flexible schedule, including being part of a rotation covering weekends, nights, and extended "on duty" time.
- A sense of creativity.
- A drive to help create a healthy culture for this iteration of the Lutherwood culture and staff.



RESPONSIBILITIES:

- Promote and maintain radical hospitality at Lutherwood, making guests feel welcome, appreciated, and cared for.
- Provide for the maintenance of facilities, grounds and equipment in accord with current county state, federal and American Camping Association (ACA) standards.
- Establish year-round maintenance schedules, to include grounds, equipment, and utilities.
- Develop a work order system for tracking and logging maintenance repairs.
- Ensure camp Facilities and Equipment are always ready for guests, ie. lawns mowed, garbage serviced, equipment properly stored, buildings clean and neat, vehicles and vessels kept in safe and operating condition.
- Oversee all landscaping needs, in consultation with the Executive Director.
- Coordinate and oversee contracted services.
- Maintain water system in good operating condition and provide for the daily monitoring and monthly reporting of collected data.
- Order equipment and supplies as needed according to maintenance budget, and/or approval of the Executive Director, ensuring timely arrival of materials.
- Maintain inventory database of supplies and equipment.
- Plan, supervise and coordinate volunteers in maintenance activities and projects, including volunteer work weekends.
- Be available to coordinate and provide on-site security for the camp and guests.
- Work closely with the year-round staff to coordinate usage of the property.
- Be acquainted with community fire, police, emergency providers and utilities.
- With the Executive Director and other staff, evaluate budget, projects, problems and projections for repair, replacement, and/or upgrades for all equipment and facilities.
- Partner with other year-round staff in supporting and supervising seasonal summer staff and other staff as assigned by the Executive Director.
- Other duties as assigned.

Supervision and Support:

The Facilities and Maintenance Lead will be supervised and supported by the Executive Director. Performance reviews will be conducted semi-annually in the first year of employment and annually thereafter by the Executive Director. This evaluation will be done both orally and in writing.

The Facilities and Maintenance Lead will work in coordination with the Executive Director, Program Director, Guest Services Director, and Office Administrator to support one another in carrying out the ministry of Lutherwood Camp and Retreat Center.



COMPENSATION AND BENEFITS

- Salary: This is a year-round exempt salary position. Competitive pay commensurate based upon experience and qualifications.
- Housing: This position can include housing on-site, with value included in salary.
- Paid Vacation: Two weeks for the first & second year, 3 weeks the third & fourth year, 4 weeks the fifth year and thereafter.
- Medical Insurance Stipend
- Retirement plan (SIMPLE IRA)
- Reimbursement of per-authorized business expenses, including current IRS rate per mile of private vehicle reimbursement.
- Potential for paid continuing educational opportunities.
- Meals provided when food service is operating.

Please submit a cover letter, resume, and references to Rev. Kevin Beebe, Executive Director:

kevin.beebe@camplutherwood.org.

Resumes will begin to be reviewed on a rolling basis and will be accepted until the position is filled.

This description is a summary of the functions of this position. Other duties may be assigned as needed. Lutherwood reserves the right to review and adjust this job description as the ministry needs dictate.

