



Episcopal Camp and Conference Center

4879 Richards Road • Morgantown IN • 812-597-4241 • waycrossccc.org

Job Title: Facilities Director

Classification: Salaried, hours variable, full time, year round

Reports to: Executive Director

Position purpose:

Care for facilities at Waycross in collaboration with year-round staff, summer staff, and Waycross volunteers. This includes being responsible for the maintenance and repairs of existing Waycross buildings, grounds, equipment, and vehicles, supporting new initiatives, maintaining established policies and procedures for all facilities at Waycross to ensure the safety and well-being of guests and staff.

Qualifications & Skills

- Experience - through work, volunteer, and/or formal education - in one or more of the following areas: facilities and site maintenance, construction, land management, project management.
- Working knowledge of proper techniques for building maintenance, mechanical equipment repair, plumbing, electrical equipment, vehicle maintenance, carpentry and general construction, painting, septic management, machinery operation, groundskeeping, gravel road grading and repair, tree work, pool operation, maintenance and repair.
- Ability to identify and respond to safety concerns both within and without the facilities
- Ability to maintain Waycross' policies and procedures for all facilities and to train others to follow same.
- Proficiency in the safe and proper use of power equipment and tools, heavy and light machinery, and building materials.
- Ability to work on a small and collaborative team of year-round and seasonal staff.
- Ability to plan and lead volunteers, individually and in groups.
- Enthusiasm, sense of humor, patience, and creative problem-solving.
- Desire to/comfort with work in a rural religious camp and conference center setting.
- Willingness to schedule vacation during non-peak seasons.
- Strong communication skills & desire to be part of a team.
- Ability to work unsupervised and to prioritize regular and ongoing tasks while also meeting the immediate needs of guests onsite.
- Currently have or willingness to obtain Commercial Driver's License
- Experience in camping and retreat ministry is a plus.

Major Responsibilities

- Work with Waycross Executive Director to set priorities, manage annual facilities department budget, and in the supervision and coordination of all maintenance activities and personnel as they relate to the daily operations at Waycross.
- Regular maintenance of buildings and grounds so that they are safe and useable for guests and staff, address deferred maintenance, and work to fix unexpected malfunctions of buildings and grounds including but not limited to plumbing & electrical issues, interior and exterior carpentry, vehicle and mechanical repair, manage refuse/recycling, mowing grass, removing snow, repairing roads and trails, weatherizing buildings as required.
- Develop and implement maintenance management system (prevention, correction, and construction).
- Oversee purchase, use, and care of all maintenance equipment and supplies.



Episcopal Camp and Conference Center

4879 Richards Road • Morgantown IN • 812-597-4241 • waycrossccc.org

- Regular maintenance and upkeep of buildings and grounds for ease of year-round use by guests and staff.
- Uphold prescribed regulatory compliance guidelines, including Indiana Health Department, federal guidelines, OSHA, American Camp Association accreditation standards.
- Respond to emergencies onsite as needed.
- Obtain and maintain appropriate licenses, permits, approvals from local and state regulatory agencies.
- Schedule and work on call hours as coordinated with residential staff.

Essential Physical Requirements of the Position:

- Ability to lift equipment and supplies up to 80 pounds, at times carrying them several feet.
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time – 60 minutes or more.
- Endurance for prolonged standing, stooping, bending, and stretching.
- Eye-hand coordination and manual dexterity to manipulate equipment.
- Ability and willingness to work irregular hours.
- Operate with daily exposure to sun, heat, cold, and other environmental conditions with the changing of seasons and appropriate PPE.
- Ability to safely and properly use all Waycross power tools and equipment, to drive cars, trucks, tractors with implements, golf carts, ATV's, mower, and other motorized vehicles.

Other details:

The Facilities Director is responsible for representing Waycross' value in offering Christian hospitality to all guests, campers, volunteers, and vendors by living into the intentional community created at Waycross and by supporting Waycross' mission, vision, and values.

This position serves on a team with the Hospitality Director, Program Director, and the Guest Services Director, filling in for one another as needed and as able. This team, with the Executive Director, works together to set priorities, cast a vision, and set the standard for hospitality and welcome in all aspects of life at Waycross.

Because of the nature of Waycross' business, work after 5:00pm, work on weekends, and over some holidays is to be expected. In collaboration with the above department heads and the Executive Director, plans will be made to cover the needs of Waycross and its guests so that staff are well supported.

Salary will be based on level and years of experience.

Benefits include health, pension, and four-weeks of vacation annually.

To Apply:

Please contact Sara Gunter, Executive Director, a resume at sara@waycrossccc.org and letter expressing your desire to serve on the team at Waycross in this capacity.