



Facilities and Maintenance Manager Job Description

Role Title: Facilities and Maintenance Manager
Reports To: Executive Director
Positions Supervised: Assist the executive director to supervise maintenance volunteers and summer missionaries at Manitou Lake Bible Camp

Overview of Role:

Empowered by the Field Director the Ministry Point Board, and the Executive Director of Manitou Lake Bible Camp, with the tools and resources provided, is entrusted with fulfilling the purpose of One Hope Canada both personally and within their camp, and is responsible for the maintenance of camp properties and equipment and coordinate volunteers and staff on camp maintenance. They will devote their full time and effort, energies and abilities, as reasonably required, at the discretion of the Executive Director, for the proper and diligent fulfilling of their responsibilities with One Hope Canada.

Key Responsibilities:

1. *Oversee the maintenance of the camp property and equipment*
 - a. Work with site committee volunteers to develop a plan for preventative maintenance of the facilities and property
 - b. Oversee the implementation of the preventative maintenance plan
 - c. Keep maintenance records and inventory up to date
 - d. Monitor and maintain camp utilities (water, propane, HVAC systems, garbage)
 - e. Present requests for facilities and equipment, and ensure that facilities-related budgets are stewarded well
 - f. Ensure the camp horses are well cared for in the off-season
 - g. Assist with rental groups and camp events as needed
2. *Coordinate maintenance volunteers and staff*
 - a. Direct summer maintenance team (summer maintenance missionaries, volunteers) to ensure the camp's appearance is always clean, organized, and safe
 - b. In conjunction with the Executive Director, plan, prepare for, and execute service opportunities for individuals and groups as part of the discipleship experience (ie. men's groups, youth group work days, work bees)
 - c. Invest in the spiritual growth and development of maintenance summer missionaries and volunteers
 - d. Monitor maintenance personnel to ensure tasks are completed in a satisfactory, efficient, and safe manner



Primary Objectives:

1. Remove any facility related barriers to ministry so that the camp's mission to present the gospel is unhindered
2. To oversee, maintain, and improve all physical aspects of the camp property. This includes buildings, grounds, vehicles, and equipment to ensure that camp is a safe, clean and welcoming environment to all
3. Coordinate staff and volunteers for maintenance with a goal towards developing servant leadership while growing disciples
4. To serve as a collaborative leader, working closely with the Executive Director and other team members to anticipate facility needs while supporting camp programming with humility

Core Competencies:

- Passion for the Gospel
- Time Management
- Team Building
- Leadership and Management Skills
- Communication
- Planning and Organizing
- Self-Motivation
- Good Judgement
- Servant-Hearted Humility

Job Requirements

- Follower of Christ
- Ability to problem solve and troubleshoot in time sensitive situations
- Able to work flexible hours, especially long hours during the summer
- Able to handle the physical requirements of working in a camp context
- Align with and model MLBC's mission and statement of faith
- Able to raise personal support as a One Hope Canada Missionary
- Willing to serve anywhere around camp to accomplish the mission of MLBC

Education and Experience

- Experience with camping ministry is a definite asset
- Post-secondary education in any trade is an asset
- Basic skills in the areas of carpentry, mechanics, plumbing, electrical is an asset
- Experience operating machinery such as a skid-steer, loader tractor, zero turn mowers is an asset