



Facility Director Job Description

MISSION: The mission of Woodcrest Retreat is to introduce people to Jesus Christ and encourage Christian growth through wholesome programs and quality facilities in a wooded setting.

PURPOSE: The Facility Director oversee and provide the energy of stewardship and service to all facility and equipment repairs, grounds, and building projects so that guests can focus on their relationship with God and others in a safe and beautiful setting.

REQUIREMENTS FOR THE FACILITY MANGER

- Committed Christian, active in their church, and growing in faith with an understanding and appreciation for anabaptist and nonresistance theology
- Excellent relational and supervisory skills, friendly, approachable
- Works well with all ages but especially with youth and young adults
- Ability to see work that needs to be done
- Organized, has initiative, creativity, and attitude of service
- Team player - ability to work well with a team
- Skills in carpentry, with abilities, in a variety of maintenance disciplines
- Hands on mechanical ability to identify problems, repair equipment and vehicles
- Knowledge of/and enjoys grounds keeping and general maintenance work
- Willingness to serve occasional Friday evenings and weekends as needed/scheduled

ACCOUNTABLE TO: OPERATIONS DIRECTOR

ESSENTAIL RESPONSIBILITIES:

- Improve and maintain facilities and grounds to provide good "first impressions" through the eye of a guest
- Keep safety of guests in mind as you maintain every area of the grounds
- Repair and maintain all retreat equipment, buildings and grounds
- Prioritize camper/guest related issues or maintenance needs before other projects
- Make recommendations on replacing or purchasing equipment

SPECIFIC RESPONSIBILITIES:

Work groups/Volunteers:

- Plan work for, organize and lead volunteer groups
- Recruit regular volunteers to help mow grass, trim weeds, cut/split wood, specific projects, etc.

SPECIFIC RESPONSIBILITIES CONTINUED...

Buildings:

- Keep maintenance building organized and supplies on hand
- Paint and stain as necessary
- Place rodent control as necessary, especially in the fall
- Winterize campground and buildings as needed

Grounds:

- Keep grounds clean, neat, mowed and trimmed
- Keep driveways in good repair
- Rake leaves, remove brush, cut firewood. etc.
- Keep designated areas mulched (playgrounds, trails, obstacle course, etc.)
- Arrange for trash removal, propane, sewer pumping, etc.

Campground:

- Empty trash cans on Mondays
- Keep sites clean and tables maintained
- Keep tree limbs trimmed so they do not drag on RV campers . Clean out fire rings regularly

Equipment/Vehicles:

- Maintain all equipment/vehicles on a regular schedule: (drain oil. grease, sharpen. replace filters)
- Keep accurate maintenance records
- Service golf carts weekly during high use

Pool & Waterslidel:

- Maintain certification(s) needed for pool management
- Keep pool chemicals in balance and order as needed
- Provide swimming pool & waterslide maintenance

New Construction:

- Work with operations director on construction projects and improvements
- Help plan and design new facilities

These duties are not exclusive and with consideration of the job requirements and other skills, the job description can be added to or taken away from at the discretion of the employees supervisor.