

BRETHREN WOODS CAMP AND RETREAT CENTER
JOB DESCRIPTION

TITLE: Maintenance Director

RESPONSIBLE TO: Director

PURPOSE: To maintain camp grounds, facilities, and equipment in a manner that reflects excellence in stewardship of creation and hospitality.

QUALIFICATIONS:

1. Committed Christian with a willingness to accept the teachings of the Church of the Brethren.
2. Exhibit a spirit of cooperation and commitment to a team relationship with other camp staff.
3. Personable style and skills in relating to staff, guests, and campers.
4. Skills, training, and/or experience in areas such as plumbing, electrical, masonry, groundskeeping, landscaping, construction, and equipment and vehicle maintenance. Willingness to learn new skills.
5. Training and/or experience in supervision.
6. Self-motivated and flexible.
7. Organizational and planning skills.
8. Acceptance of Maintenance Director's responsibilities.

RESPONSIBILITIES:

1. Determine and prioritize maintenance needs of the camp in consultation with the Director.
2. Respond to work orders and maintenance needs in a timely fashion.
3. Ensure that facilities are clean, well-stocked, and ready for occupancy; ensure that facilities are shut down after rentals groups have departed.
4. Host rental groups on a rotational basis resulting in 50% of the weekends each year. (If a BVSer is available, this portion will be shared with them.)
5. Assist other staff with rental groups and on-call needs.
6. Maintain a current, detailed inventory of facilities and equipment.
7. Maintain organized maintenance files related to property, facility, equipment, etc.
8. Order necessary tools and equipment with the approval of the Director.
9. Coordinate volunteer workdays.
10. Supervise maintenance staff and volunteers.
11. Assist in recruiting volunteers for special projects and various maintenance functions.
12. Implement American Camp Association accreditation standards related to Site and Transportation.
13. Abide by all regulations of the Virginia State Department of Health and the Rockingham County Health Department.
14. Know the contents of the Staff Manual and abide by all camp policies and procedures.
15. Enforce camp policies, procedures, and health and safety regulations.
16. Assist in other areas of camp operation as needed.