



## Facilities and Grounds Maintenance Job Description

Lutherwood Camp and Retreat Center is seeking a Facilities and Grounds Maintenance person 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, water supply, 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 Program Director, Business Manager, Guest Services Director, volunteers, and other seasonal and full-time staff to create a hospitable and safe environment for all. This 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 a place for summer outings. 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.camlutherwood.org](http://www.camlutherwood.org).

**RESPONSIBLE TO:** The Executive Director

#### QUALIFICATIONS:

- Commitment to the mission of Lutherwood and to outdoor ministry
- Preferred participation in a local Lutheran Congregation and enthusiasm for Lutheran theology.
- At least 25 years of age
- Basic knowledge in various building and grounds trades including carpentry, electrical, plumbing, grounds maintenance etc.
- At least two years' experience in facilities maintenance.
- 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 Washington State Driver's License with good driving record.
- Has or willing to be trained for a Washington State Basic Treatment Operator rating (BTO).

#### RESPONSIBILITIES:

- 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, utilities.
- 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.
- 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 security for the camp and guests.
- Work closely with Office Manager to coordinate all aspects of camp Operation.
- Promote an overall positive sense of hospitality at Lutherwood Camp.
- Be acquainted with community fire, police, emergency providers and utilities.
- With Executive Director and other staff, evaluate budget, projects, problems and projections for repair and replacement for all equipment and facilities.
- Other duties as assigned.

#### **REVIEW:**

This position will be reviewed semi-annually the first year of employment and annually thereafter by the Executive Director. This evaluation will be done both orally and in writing.

#### **COMPENSATION AND BENEFITS**

- Salary: This is a year-round, salaried position. Pay varies depending on experience and qualification.
- Paid Vacation: Two weeks for the first & second year, 3 weeks the third & fourth year, 4 weeks the fifth year and thereafter.
- Medical stipend \$200.00 per month
- Retirement savings contribution (IRA or equivalent) of \$50 per month after six months
- 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 operating.

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

**[kevin.beebe@camplutherwood.org](mailto:kevin.beebe@camplutherwood.org).**

**Resumes will begin to be reviewed February 15<sup>th</sup> 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.*