

Assistant Facilities Director Job Description

Purpose for the Position

This position is to provide a second-in-command to the Facilities Director. To assist in the oversight of all Building and Grounds upkeep at the camp.

Essential Responsibilities

- Assist in the maintenance and up-keep of the facilities and grounds.
- Some supervision of other staff and volunteers in the maintenance department.

Minimum Requirements/Qualifications

- Attitude of service and a commitment to Twin Rocks Friends Camp and its ministry.
- Possess an evangelical Christian commitment and lifestyle consistent with the organizational goals, including a signed agreement with Twin Rocks statement of faith and community responsibilities
- Ability to communicate effectively in person and on the phone.
- Ability to undertake the job duties and responsibilities in a friendly, respectful, detail-oriented manner.
- General knowledge of most aspects of building construction/maintenance and grounds upkeep.

Skills and Abilities

- Maintain a viable, growing relationship with Christ and exemplify that relationship in daily life.
- Ability to work with other staff in planning logistics and other decision-making.
- Self motivated person who can anticipate the needs of our staff and guests.
- Ability to handle multiple projects and issues at the same time and yet maintain a positive, friendly attitude with staff and guests.
- Ability to supervise individuals and small groups with confidence, knowledge, and respect.

Physical Demands

It is important to be in good physical condition and be able to lift up to 75 pounds.

Environmental conditions

The position involves working both outside and inside, sometimes in inclement weather.

Language Development

The employee should be able to communicate clearly (verbally and in writing) in English with staff, guests and volunteers.

Associated Duties

Various duties as assigned, including, but not limited to (as abilities exist):

- Repairs of various equipment and facilities
- Changing light bulbs
- Minor plumbing repairs
- Small woodworking projects
- Pressure washing
- Assistance in new construction of facilities (e.g., framing, concrete work, siding, roofing, finish carpentry, painting)
- The Assistant Facilities Director may be asked to assist with oversight of the grounds department and perform some grounds-keeping duties.

Compensation

This is a full-time, year-round, management-level position, eligible for the camp's full benefit package as outlined in the Twin Rocks' Employee Handbook. On average, the person in this position will work 45 hours per week.

Reports to

Twin Rocks Facilities Director