

Wabash Park Camp & Retreat Center Ministry Job Description

Position: Grounds and Facilities Maintenance Manager

Responsible To: Executive Director

Qualifications:

1. Has a personal relationship with Christ and a proven desire to grow in him.
2. Active in the body of a local church.
3. Is a witness to Christ and others through words and/or actions.
4. Adheres to Wabash Park Camp & Retreat Center's mission, vision, and goals (*see statements below*).
5. Is willing to learn, loves people of all ages, and has a consistent devotional life.
6. Willing to put personal desires aside for the good of the camper and guest.
7. Is flexible and able to work with other staff, campers, and guests as a team.
8. Has a passion of service in the maintenance/operations field.
9. Is self-motivated and has a proven ability to take initiative when appropriate.
10. Has the ability to accept supervision and to supervise others.
11. Has the ability to develop organization and practice good administrative procedures.
12. Commitment to serve the needs of camp guests with genuine hospitality, customer service, flexibility and quality.

Summary:

This position will provide hospitality to those visiting WPC&RC through welcoming care and overall maintenance of the campground so that those who visit will be able to experience God without unnecessary distraction.

Responsibilities may include but are not limited to:

1. Assist in the vision and planning of capital property improvements.

2. Participate in the planning and priority lists for facility improvement.
3. Coordinating a working “to do” list that will keep volunteers active.
4. Coordinating dates and tasks for annual work days.
5. Giving oversight to grounds maintenance and housekeeping staff and volunteers.
6. Maintain inventory of cleaning and bathroom paper supplies.
7. Receive delivery of services/goods by outside vendors.
8. Ensure the safety, proper inspection, and documentation of our program activities.
9. Be proactive in preventative maintenance planning that includes vehicles, HVAC, and facilities.
10. Keep equipment in good working order following maintenance schedules.
11. Keep maintenance logs up to date and take care of requests in a timely manner.
12. Ensure that outdoor lighting is properly working.
13. Ensure that the buildings are clean and in good repair.
14. Perform necessary tasks to ensure buildings and water lines are winterized in the Fall.
15. Perform necessary tasks to ensure facilities are open and ready in the Spring.
16. See that the landscaping is cared for and have a vision for landscaping.
17. Maintain the camp roadways and see that they are cleared of ice and snow.
18. Maintain the operations and safety of the splash pad.
19. Be proactive in preventive maintenance.
20. Monitor and manage waste disposal.
21. See that the facilities are ready for incoming groups.
22. Prepare for user groups by unlocking buildings as contracted.
23. Be available to greet and assist user groups as needed.
24. Ensure buildings are secured after departure of user groups.
25. Keep all work areas clean and safe from injury.
26. Frequently check buildings throughout the winter.
27. Provide leadership during emergency situations.
28. Be flexible to work in other areas of camp when it’s needed. We are a team.

Compensation:

1. Salaried position
2. Housing provided by camp as a condition of employment

3. Six-month probationary period followed by performance evaluation and salary review.
4. Benefits include Pension and Worker's Compensation.
5. Paid vacation is based on years of service:
 - Two weeks after one year service (anniversary date)
 - Three weeks after four years' service (anniversary date)
 - Four weeks after six years' service (anniversary date)

Wabash Park Camp & Retreat Center Mission, Vision, and Statement of Faith

VISION

The vision of those who steward the Wabash Park Camp & Retreat Center is **a sacred space where all who enter can hear the whisper of God**. Nestled in the beauty of His creation, we're a sanctuary of peace, rest, and renewal; an atmosphere filled with the Holy Spirit so that the gentle presence of God is abundant and unmistakable. Through nature, hospitality, and the power of His Word, we're a place where hearts are refreshed, souls are restored, and lives are transformed.

MISSION

To fulfill our vision, we seek the power of the Holy Spirit to **provide Christ-like hospitality to all who enter the grounds** so they may feel the love of Jesus.

STATEMENT OF FAITH OF THE FREE METHODIST CHURCH

We believe the Bible is God's written Word, uniquely inspired by the Holy Spirit. It bears unerring witness to Jesus Christ, the Living Word. The Bible has authority over all human life.

We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory. We believe that for the salvation of lost and sinful man regeneration by the Holy Spirit is absolutely essential.

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.

We believe in the spiritual unity of believers in our Lord Jesus Christ.