


Church or Organization *	Somerset Beach Campground
Primary Contact Name	Dave Luke
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Primary Contact Phone	(517) 688-3783
Primary Contact Title	Executive Director
Primary Contact Address	 P.O. Box 307 Somerset Center, MI 49282

Director of Buildings and Grounds

Somerset Beach Campground has an opportunity for a seasoned Director of Buildings and Grounds with experience in plumbing, electrical, mechanical, and HVAC in campground or similar distributed environments.

As a Director of Buildings and Grounds, you would be responsible for the planning, communication, oversight and coordination of the maintenance for all of Somerset Beach's buildings, grounds, equipment, and vehicles. The Director of Buildings and Grounds is an active member of the management team, coordinating with and supporting other areas when appropriate.

The Director of Buildings and Grounds will ensure that Camp's facilities and grounds support the Camp's ministry to glorify God through Christian camping, and be fully devoted to the camp's mission "to create opportunities for people to experience God". Ideal candidates will be problem solvers who are self-motivated, hard-working and organized with the ability to lead and work well with others.

Key Technical Skills & Knowledge

Skills

- A working understanding of construction, carpentry, electrical, plumbing, landscaping, septic systems, and small engine repair.
- Adept at project and budget management
- Possess good verbal and written communication skills
- Basic computer skill with a word processor, spreadsheet and web browsing

Responsibilities

- Direct all phases of managing and implementing long range plans for Camp's buildings and grounds.
- Coordinate the development of an annual work plan
- Work with the management team to create, manage and reconcile annual budget
- Support other teams within the organization as needed.
- Responsible for responding appropriately to facility emergencies.
- Accomplish all work in-house except where code requirements or budget necessitate a licensed contractor.
- Conduct periodic inspections of all camp property, buildings, systems, and vehicles ensuring mechanical soundness and cleanliness.
- Keep appropriate records of preventative maintenance service on all buildings, equipment, and vehicles.
- Keep appropriate and complete documentation of projects, major repairs, outside contractors & vendors.
- Report on the general condition of the camp property to the executive director and/or board of directors on an annual basis. Attend board meetings upon request.
- Interact with Camp's guests, when applicable, as part of Camp's ministry and hospitality.
- Work cooperatively with other staff to ensure that program needs are being met when requiring assistance from the maintenance staff.
- Attend required staff meetings.
- Cooperate with/and adhere to expectations regarding staff training and group living..
- Assist in recruiting, hiring and training paid maintenance and housekeeping staff.
- Assist with recruiting and training volunteer maintenance and housekeeping staff.
- Manage maintenance and housekeeping staff day-to-day.
- Ability to perform routine maintenance tasks on grounds, buildings and equipment.

Education and Experience

- At least Twenty-one years of age.
- Experience in managing schedules and working with staff.
- Ideal candidate will have four weeks or more of full-time experience in camp administration or related program

Other

Maintain confidentiality in all sensitive matters pertaining to camp personnel, its customers and its operations.

Assist in after-hour activities as needed

Perform additional duties as the Executive Director may assign

Maintain an acceptable attendance record, be punctual and meet deadlines

Must be physically able to lift up to 40 pounds

Must be able to crawl under desks or other low spaces

Must be able to climb ladders, scaffolding, and other equipment as necessary to install and service equipment located in ceilings, attics, and similar locations

Customer-service oriented with a problem-solving attitude

Qualifications

To perform this job successfully, an individual must be able to work on-site at the Somerset Beach Campground in Michigan and perform each duty mentioned satisfactorily.

Personal Characteristics

Must be able to interact with children of all ages, teens, and adults of all ages. A clean, neat appearance and a pleasant personality supportive of the Campground's mission are essential. Participate outside of formal work responsibilities, in a regular organized program of worship. Have a sincere love for the Lord and desire to see campers come to know and grow in Him.

Interested individuals should submit a letter of interest and resume to dave@somersetbeach.org.

We intend on closing this posting and no longer accepting applications as of December 31, 2022