

Job Title: Maintenance Director

Location: Bethany Camp

Reports to: Operations Director

Job Summary: The Maintenance Director plays a crucial role in ensuring the overall upkeep, safety, and functionality of the camp facilities and grounds. This position requires a strong commitment to the mission and values of Bethany Camp, as well as practical skills in maintenance and management.

Responsibilities:

1. **Facilities Management:**
 - Oversee the maintenance and repair of all camp buildings, including cabins, lodge, strawberry fieldhouse, staff homes and other facilities.
 - Conduct regular inspections to identify and address maintenance needs promptly.
 - Create and maintain maintenance records and routine maintenance schedule.
2. **Groundskeeping:**
 - Maintain the campgrounds, including landscaping, lawn care, and trail maintenance.
 - Participate in snow removal during the winter months
 - Maintain water drainage throughout the property to prevent damage to grounds and buildings.
3. **Utilities and Systems:**
 - Monitor and maintain camp utilities such as water, electrical, plumbing, heating, and waste management systems.
 - Implement energy conservation and sustainability initiatives where applicable.
4. **Team Leadership and Training:**
 - Supervise maintenance staff and volunteers, providing guidance and support as needed.
 - Conduct training sessions on equipment operation, safety procedures, and emergency protocols.
 - Seek to disciple staff and volunteers as appropriate.
5. **Safety and Compliance:**
 - Develop and enforce safety protocols to ensure a secure environment for campers, staff, and visitors.
 - Ensure compliance with local, state, and federal regulations related to building codes and health standards.
6. **Budget Management:**
 - Assist in the development of the annual maintenance budget and manage expenses within budgetary constraints.
 - Procure supplies, equipment, and materials necessary for maintenance operations.

Qualifications:

- Experience in facilities management, preferably in a camp or similar environment.
- Strong organizational and leadership skills.

- Knowledge of building maintenance practices, including carpentry, plumbing, electrical work, and HVAC systems.
- Ability to work independently and as part of a team.
- Commitment to Christian values and the mission of the camp.
- Ability to connect with volunteers and engage them in assisting the camp accomplish projects.

Physical Requirements:

- Ability to lift and carry heavy objects, work outdoors in various weather conditions, and perform physical tasks related to maintenance and groundskeeping.

Application Process: Interested candidates should submit a resume, cover letter outlining their qualifications and interest in the position and contact information for three professional references to jobs@bethanycamp.org. Applications will be reviewed on a rolling basis until the position is filled.