

**PROPERTY COORDINATOR/MANAGER
LUTHER VILLAGE**

GENERAL SCOPE AND PURPOSE:

The Property Coordinator/Manager, under the direction of the Executive Director supervises the maintenance crew and/or is directly involved in the maintenance of the vehicles, equipment, facilities, infrastructure and property.

LINE OF AUTHORITY:

The Property Coordinator/Manager is directly responsible to the Executive Director. The maintenance crew report to the Property Coordinator/Manager.

ACCOUNTABILITY:

The Property Coordinator/Manager shall be accountable to the Executive Director for the responsibilities described and for sharing with the Executive Director insights and ideas for more effective maintenance at the Village. This person shall be available for consultation and assistance in operating the camp and working cooperatively for the well being of the camp.

RESPONSIBILITIES AND DUTIES:

- Supervises, sets priorities and assists with maintenance work on vehicles, machinery, property, plus daily upkeep of the camp, eg. Garbage, cleaning, grounds, repairs, etc.

- Oversees facility maintenance such as electrical, plumbing and mechanical needs, insuring that the facility is safely and properly maintained and upgraded.

- Purchases supplies from town as requested for the kitchen, program activities, office and maintenance. This is done in conjunction with the Executive Director.

- Continue to develop and maintain a maintenance/operations manual. This will include daily work routines and duties.

- In conjunction with the Board property Committee, develop an inventory of property, vehicles, equipment, machinery and facilities and establish a preventative maintenance and long range replacement program.

- Together with the Executive Director, trains and coordinates staff so that quality service and safety are achieved. This includes fire drills, first aid, personal work place and camper safety, and participation in Staff Training.

- Schedules maintenance crew hours to maintain adequate coverage and quality services. Work in cooperation with the Executive Director to provide time off and coverage of camp operations.

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-In cooperation with the Executive Director, holds regular staff meetings so as to maintain a team effort and to coordinate the efficient operation of the camp. Regular meetings with the Executive Director, Program Coordinator and Head Cook to prioritize needs and prepare work schedules as required.

-Makes concerted effort to manage environmental concerns and conservation in view of good stewardship of God's creation.

-Prepares written reports and recommendations on camp operations for the Board of Trustees especially the Property Committee. A year end report is required.

-Recognizes that duties often require flexible working hours for the successful operation of the Camp. Expectations are that the Property Coordinator/Manager will participate in the camp community and provide a strong presence in activities. The Property Coordinator/Manager is instrumental in team building and providing a friendly, positive Christian atmosphere.

-As the property can fall into emergency situations at any time, must be accessible to walkie-talkie communication 24 hours/day. (Ensure senior maintenance staff will be responsible when Property Coordinator/Manager is on a day-off or off camp property.)

QUALIFICATIONS:

- a personal commitment to serve God through the Church Camp
- an understanding of the objectives of the church camp program and its role in the total program of Christian education
- an understanding of and an appreciation for the camp and its outdoor setting
- demonstrated ability to organize and delegate responsibilities
- demonstrated ability to work as a member of a team
- good communications skills, both verbal and written, necessary in communicating with guests and staff
- emotional stability and maturity
- ability to handle stress
- the knowledge and ability needed to work with employees
- a working knowledge of the trades and vehicle/equipment/machinery/property maintenance and management
- ability to place the needs of the camper before personal desires and convenience
- enthusiastic and able to encourage and motivate staff and volunteers
- physically capable of handling all duties
- requires a valid drivers license and lass 4 license
- currently certified in either St. John Ambulance Emergency First Aid or Red Cross Standard First Aid