

Crooked Creek Christian Camp
Job Description

Position: Maintenance and Facilities Director

Responsible to: Co-Executive Directors

Job Type: Full time, Salaried

Qualifications:

1. General

- a. Hard working and self-motivated, collaborative
- b. Respects and demonstrates an understanding of Anabaptist-Mennonite tradition
- c. Committed to Christian service within the camp setting
- d. Able to lift 50 lbs and work outside in various weather conditions
- e. Flexible to the ebb and flow of a camp operation.

2. Maintenance

- a. Broad maintenance skills in the areas of buildings, grounds, and equipment.
- b. Ability to supervise maintenance assistants and volunteers.

Areas of Responsibility:

1. Maintenance

- a. Assess maintenance needs according to priority - budgeting skills, time and money and in consultation with the Co-Executive Directors
- b. Recruit, train, supervise and communicate effectively with seasonal maintenance staff and volunteers
- c. Manage the grounds in such a way to be safe, attractive, functional, and in keeping with current ecological principals and in consultation with local extension and forest management resources
- d. Collaborate with co-executive directors in visioning about and initiating new projects that contribute to the beauty and function of the camp and are in keeping with the Strategic Plan
- e. Establish, follow, and update documents outlining routine tasks
- f. Supervise or carry out routine lawn care, landscaping, snow removal & trail maintenance
- g. Serve as maintenance "on-call" person
- h. Manage relationships with our local contractors and service providers
- i. Be looking toward the future and leave the camp better than you found it
- j. Co-Executive Director's approval needed for expenditures over \$1000, directors must be notified for expenditures over \$500.

Due to the nature of camp life, it is understood that daily work hours will be irregular. Camp life sometimes requires work beyond the usual 40 hour/5 days a week routine. It will occasionally be necessary to work on weekends, including Sundays. It is important to be flexible and adaptable to changing guest and program needs.

October 2026