

# **RAINBOW TRAIL LUTHERAN CAMP**

## **Position Description For Director of Site and Facilities**

### **QUALIFICATIONS**

- 1) Have a strong personal faith in Jesus Christ and a grace oriented Lutheran theological commitment. Must also be willing to share their faith with others. Must be able to demonstrate a sound knowledge of Lutheran Theology and its interpretation in the camp setting.
- 2) An understanding and acceptance of the importance of the philosophy of camping at Rainbow Trail Lutheran Camp and the role of Outdoor Ministries in the Rocky Mountain Synod, ELCA and the Evangelical Lutheran Church in America.
- 3) Have knowledge and experience in outdoor ministries including a minimum of two summers of program leadership or one to two years in a leadership role in Christian Camping.
- 4) Bachelor's degree is preferred.
- 5) At least 21 years of age to meet State of Colorado Requirements.
- 6) Must have a pleasant personality and a good public persona. Must understand hospitality and what it means to be a welcoming and caring host to congregations, campers, Pastors, and retreaters who are our guests at our site.
- 7) Be a member of an ELCA congregation.
- 8) Willingness to live off of the camp property.
- 9) Experience in the areas of construction, plumbing, electrical, vehicle maintenance, and general maintenance and repair tasks.
- 10) Experience working with volunteers and in project management.
- 11) Able to work well as part of a staff team, but also be self-directed.
- 12) Willing to work with campers in the development of their program for "Village of the Day."
- 13) Willing to work a flexible schedule, including being part of a rotation covering nights, weekends, and extended periods of "on duty" time.
- 14) Creativity.
- 15) Excellent sense of humor.

### **GENERAL RESPONSIBILITIES**

- 1) Provide and maintain radical hospitality at the site during the entire year, making guests feel welcome, appreciated and well cared-for.
- 2) Maintain, care for, and improve the camp site, including grounds and buildings in accordance with the standards of the American Camp Association.
- 3) Maintain camp equipment including vehicles.
- 4) Help in the development of the annual budget and work within the confines of that Board approved budget.
- 5) Supervise staff assisting with the upkeep and maintenance of the camp.
- 6) Implement the policies and directives of the Board of Directors.

### **SPECIFIC RESPONSIBILITIES**

- 1) Keep grounds in good order and roads in good repair and passable.
- 2) Conduct periodic inspections of the camp site, facilities, and vehicles, ensuring mechanical soundness and cleanliness.
- 3) Make necessary repairs to buildings, equipment, or vehicles, after advisory consultation with the Executive Director.
- 4) Keep appropriate records of preventative maintenance service on equipment and buildings.
- 5) Report, in writing, on the general condition of the camp property and vehicles to the Board of Directors on an annual basis.
- 6) Include all staff in the maintenance of our site through a work order system.
- 7) Maintain records associated with our water lease including well meter readings.
- 8) Maintain records and perform water testing procedures including taking quarterly samples and submitting those to the state of Colorado. Ensure all water samples are submitted in a timely manner.
- 9) Maintain records associated with our water and wastewater treatment systems.
- 10) Acquire and maintain state required certifications for the drinking water system and the wastewater treatment system. (Can be obtained once employed)
- 11) Represent the interest of the camp in any construction project requiring outside contractors.
- 12) Assist outside contractors as required or requested.
- 13) Organize Memorial Day Work Weekend (over 100 people) in coordination with the Executive Director. This includes estimating and ordering materials for projects for the weekend.
- 14) Develop strong working relationships with the contractors that help lead our Memorial Day Work Weekend.
- 15) Help camper ideas for their daily theme come to life through building props for the front of the dining hall or pavilion.
- 16) Interact with retreat guests as part of our service and hospitality.
- 17) Prepare site and facilities for retreats including restocking firewood, shoveling decks and paths, plowing roads, etc.
- 18) Supervise summer facilities director, maintenance assistants, and camphands during summer season.
- 19) Specific job skills required: Frame carpentry, plumbing, electrical, vehicle maintenance, interior and exterior painting, project estimation of both cost and materials needed.
- 20) Partner with the rest of the full-time program staff in the hiring, training, supervising, and evaluating of the seasonal summer staff and Program Assistants.

### **SUPERVISION AND SUPPORT**

The Director of Site and Facilities will be supervised and supported by the Executive Director of Rainbow Trail Lutheran Camp. Annual performance and salary reviews will be performed by the Executive Director.

This Director will work in coordination with the Executive Director, the Director of On-Site and Bridging Borders Ministries, the Director of Compass Points and Day Camp Ministries,

and the Director of Retreat Ministries to support each other in carrying out our ministry at Rainbow Trail Lutheran Camp.

**LENGTH OF CALL**

Open, with a minimum of two years, starting as soon as possible in 2025.

**COMPENSATION**

Annual Salary of \$50,000 - \$55,000, commensurate with education and experience.

Pension Plan

Medical/Dental Insurance

Vacation

Continuing Education

Travel reimbursement and /or use of camp vehicle for camp business

Revised 9/24