

Assistant Facilities Director Job Description
Little Galilee Christian Camp & Retreat Center

The Assistant Facilities Director position is a 100% full-time (minimum 40 hrs. per week) and will work directly subordinate to the Facilities Director. This is an apprenticeship style job position with an emphasis on learning how the facilities of the camp are maintained.

Accountability

The Assistant Facilities Director will be accountable to the Facilities Director for the day-to-day responsibilities as listed, and accountable to the Facilities Director for exemplary Christian lifestyle and teaching.

Responsibilities

The Assistant Facilities Director will work with the Facilities Director to operate and maintain the physical plant of LGCC in order to facilitate and accomplish Christ's mission for Little Galilee Christian Camp & Retreat Center.

1. Custodial

Includes, but not limited to, coordinating paid and volunteer staff to ensure proper cleaning is performed on all LGCC buildings. It will be the responsibility of the Assistant Facilities Director to order and maintain all cleaning products and supplies.

2. Volunteer Coordination

Schedule and facilitate all volunteer work in areas of light maintenance, such as: yard work - mowing, trimming, stick removal, etc., firewood prep., custodial, etc.

3. Maintenance

All "light" maintenance such as: minor toilet repairs and upkeep, lights - bulbs and fixtures, doors - locks, handles, and hinges, etc. In addition, it will be the responsibility of the Assistant Facilities Director to repair and maintain large and small engine machines such as: weed-eaters, chainsaws, generators, and camp vehicles (both on and off road-use vehicles).

4. Swimming Pool

In conjunction with the Facilities Director, the Assistant Facilities Director will oversee the day-to-day operational maintenance of the Swimming Pool: shock, chlorine, P.H., pumps and filters. Furthermore, IL State Licensure and course training certification will be required of the position.

5. Permits and Certifications

In conjunction with the Facilities Director, the Assistant Facilities Director will need to have proper State and Local permits and certificates in order to perform duties necessary for the operation of the physical plant at LGCC. An updated file of all required licenses and permits is to maintained at all times (food handling, pool, water, sewage, etc.).

6. Event Set-up and Tear-down

In coordination with the Facilities Director and the Program Director, the Assistant Facilities Director will assist in set-up and tear-down of all LGCC program events, and such other rental events that require said actions to be performed.

7. First Aid

The Assistant Facilities Director will stock all first aid supplies and equipment and receive first aid training.

8. Donation Control

In the event of donations needing to be picked up, the Assistant Facilities Director will coordinate and schedule pick up times with donors. The Assistant Facilities Director will then go and retrieve said items.

Reporting

The Assistant Facilities Director will be expected to keep the Camp Staff updated about activities so as to maintain a team spirit at all times. Furthermore, the Assistant Facilities Director will share in the creation of the annual budget as well as be expected to provide written reports of activities to the Camp Director and Executive Board at regularly scheduled meetings.