



## Director of Facilities and Operations Job Description

**Camp Lutherwood Oregon is currently accepting applications for the position of Director of Facilities and Operations (DFO).** This is a full-time year round position. Benefits include health, retirement, vacation, sick leave, continuing education and housing as negotiated. Salary range is \$40,000-\$50,000. This is a salaried exempt professional position. **Desired start date:** August 1, 2017

Camp Lutherwood Oregon is a year round camp and retreat center serving congregations and communities in Oregon and SW Washington. It is located in the coastal foothills, 25 miles NW of Eugene, Oregon. Camp Lutherwood Oregon is a vibrant center of spirituality, service, and hospitality open to people of all ages and faiths. Lutherwood provides experiences that bring people into a deeper awareness and connection with God, self, neighbor, the community, and the earth. For additional information see our website:

<http://lutherwoodoregon.org>.

**Reports to:** The DFO is a key member of the management team and reports to the Executive Director.

**Role:** The primary role of the DFO is to provide daily leadership, project management, and coordination of the camp's staff, volunteers, facilities, and equipment as it supports the overall mission and programs. The DFO works with the management team in the overall management and leadership of Camp Lutherwood Oregon. The DFO will contribute to growing the year round participation of the organization as well as coordinating all facility use with program and guest groups. Job may involve working nights and weekends. Limited travel.

**Requirements:** Bachelor's level degree or equivalent. Demonstrated leadership experience with project management and supervising staff. Possess the physical abilities such as but not limited to walking, standing, hearing, speaking, reaching, driving, climbing, lifting 50 pounds as well as any other physical abilities needed to work in an outdoor camp setting. Knowledge of and experience with MS Office software. Valid driver's license and a good driving record. Complete a background check.

**Preferred skills:** Previous camp or retreat center experience. An understanding and appreciation of Lutheran theology. Demonstrated ability to organize projects and meet deadlines. Excellent computer, verbal and written communication skills. Knowledge of and some experience using project management software. Three plus years of management/physical operations experience preferred, ideally in a camp/retreat setting. Public speaking experience. A broad range of basic maintenance knowledge preferred (in plumbing, electrical, carpentry, landscaping, construction, mechanical, automotive, etc.). CPR, first aid, and pool maintenance certifications preferred or able to obtain.

**Characteristics:** Desired characteristics include being creative, flexible, servant-leader, a team player and willing to work hard. They must have a desire to work with, lead and guide staff, volunteers, and guests of all ages. Must be willing to learn and take on additional responsibilities, if needed.



### **Major Responsibilities:**

- Oversee that all camp infrastructure, including buildings, utilities, roads, swimming pool, Jacuzzi, and landscaped grounds are maintained, clean, and safe according to ACA standards and local, state, and federal regulations
- Develop documentation for all appropriate major camp procedures, such as the water system, septic system layout, pool opening/closure, building & equipment maintenance schedules, etc.
- Develop an understanding of American Camp Association standards and manage the accreditation process
- Manage the camps emergency plans in the case of natural or manmade disasters (fire, flood, etc.)
- Assist in developing and managing the annual budget
- Assist the management team in long-range planning
- Assure, maintain and inform appropriate staff that all camp owned land, including trails, fields, forest, and waterways are maintained for safety and use by all.
- Assure, maintain and inform the appropriate staff that all machinery, equipment, and vehicles are in good operating condition and ready for safe use.
- Oversee that all health & safety regulations are being followed to ensure the safety & well-being of everyone at all times.
- As needed, hire professional licensed workers to perform tasks beyond the abilities of staff and/or volunteers
- Work in cooperation with the program to meet the needs of the program throughout the year.
- Assist the management team in marketing, communication, promoting partnerships, and fundraising efforts, as needed
- Prepare written reports, inventories, and records as needed
- Attend professional training seminars/conferences as needed or required
- Other duties might be added or changed depending on the person's skills and desires