

## Shiloh Bible Conference Facilities Director Job Description

The purpose of the Facilities Director is to serve as a liaison for both guests and staff in order to maximize the experience of the guest and the effectiveness of Shiloh as a ministry. The function and appearance of facilities, including grounds, recreation, sleeping, conference, and dining space is created through sound construction practices and maintained through preventative and corrective tasks, resulting in a guest experience that is seamless. This person will serve alongside the Shiloh team in fulfilling the mission and vision of the conference center.

In addition to the overall leadership provided to the facilities team, the Facilities Director supports and serves with the SBC staff in its day to day operations. This includes, but is not limited to, serving with the kitchen, facilities, office, and program staff as needed. The Facilities Director is expected to lead by example and fill needs as they arise at camp.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

#### **Leadership**

- Participate with the Board in developing a strategic plan to grow the Shiloh ministry and ensure that the facilities are maintained accordingly.
- Identify, assess, and inform the Board of internal and external issues that may affect the organization
- Foster effective teamwork between the Shiloh team, Board members, and its volunteers.
- Spiritual oversight and direction for the facilities volunteers
- Represent the organization at community activities to enhance the organization's community profile
- Attend board, committee and staff meetings as needed

#### **Organizational Responsibilities**

- Serve as the main contact during off hours for maintenance and facility emergencies
- Maintain a well-organized and well-prepared facility for all guest activities
- Oversee construction, renovation, maintenance and grounds projects and upkeep
- Work through completion of facilities construction and renovation projects as needed
- Manage scheduling, needed materials and ordering supplies
- Manage all maintenance facilities, supplies, equipment, and vehicles
- Oversee all landscaping, watering systems, roads, and outdoor decor
- Prioritize projects and task list
- Initiate corrective and preventative maintenance to facilities, vehicles, and grounds
- Communicate effectively with vendors
- Maintain the wastewater system to meet all state regulations
- Assist with all camps/retreats at Shiloh Bible Conference

#### **General Expectations**

- Communicate effectively both orally and in writing with guests and staff

- Serve guests and staff with a servant-heart
- Exhibit leadership qualities such as conflict resolution, motivation, engagement and elevating the abilities of others
- Maintain regular snow plowing of all paths/roads through camp during winter months
- Order cleaning/maintenance supplies well in advance
- Recognize and act on the needs of others
- Be able to articulate the mission and values of SBC to guests and staff
- Be flexible and respond with grace when unforeseen situations require your assistance
- Demonstrate a desire to grow spiritually and professionally
- Attend SBC chapel, staff events and meetings as required
- Ability to lead by example
- Assist in other areas as needed

### **Qualifications**

- Strong working knowledge in plumbing, electric, HVAC, carpentry, general maintenance and construction desired
- Working knowledge in vehicle maintenance and repair
- Previous camp/school/multi-building campus experience preferred
- Demonstrate an understanding of Facilities and Maintenance
- Ability to operate various machines

These are ideal qualifications; however, SBC will consider individuals who have a strong work ethic and desire to grow in these areas.

### *Personal characteristics*

- Passion for camp ministry and people with a sincere desire to see the camp ministry used for God's glory
- Has a sincere love for the Lord and a desire to see campers come to know and grow in Him
- Desires to serve Jesus Christ as part of a team, serving humbly in love as a leader
- Is able to work with campers, volunteers and staff in a cooperative, supervisory and encouraging manner
- Is eager to learn and shows a consistent walk with God. Is willing to forego some personal rights (i.e., work odd hours and weekends) for the ministry
- Is moral and ethical in all personal and business-related matters.
- By nature is a self-starter and must have discipline in management of time
- Observant and attention to details person
- Should be neat and clean in practice and appearance
- Is in agreement without reservation with Shiloh Bible Conferences policies and statement of faith.