

**Rhodes Grove Camp and Conference Center  
Head of Facilities and Grounds Job Description**

**Revised Date: October 20, 2022**

**POSITION TITLE:** Head of Facilities and Grounds

**FSLA STATUS:** Exempt/Salaried

**Position Description**

Reporting to the Executive Director, the Head of Facilities and Grounds will provide oversight for the campus facilities and grounds of Rhodes Grove Camp and Conference Center. All functions will be performed within the stated mission and core values of Rhodes Grove Camp and Conference Center.

**Responsibilities**

- Works under the direction of the Executive Director to prepare quarterly updates and action plans related to staffing, programming, and other agreed upon goals.
- Works alongside the Facilities Committee to prepare a vision, strategic plan and goal setting regarding the campus facilities and grounds of Rhodes Grove Camp and Conference Center.
- Coordinates with the Guest Services Coordinator and the Program Director to prepare facilities for all programs, guest stays, and events.
- Assist the Guest Services Coordinator with set-up and tear down of rooms for guest groups and events.
- Lead, train and teach the Operations Assistant in Facilities and Grounds.
- Under the guidance of the Executive Director, will hire, train, evaluate, and mentor grounds and facilities staff.
- Provide day-to-day leadership and oversight for the maintenance, safety issues, orderly upkeep and appearance of facilities and campus grounds.
- Schedule, recruit and manage volunteers to regularly help with facilities and grounds.
- Oversee facilities and grounds to ensure policies and guidelines are followed and kept up to date.
- Ensure the organization follows appropriate regulatory agencies including, but not limited to, the swimming pool, water treatment, elevator.
- Under the guidance of the Executive Director, prepare and submit an annual budget and ensures that all facilities and grounds operations follow approved budget.
- Attend all regularly scheduled staff meetings.
- Accomplish other tasks as deemed necessary by the Executive Director.

## **Position Qualifications**

- Must be a committed Jesus follower who reflects the Fruit of the Spirit.
- Must be committed to being a team player with excellent organizational, communication skills.
- Minimum of three years relevant experience managing grounds and facilities or related experience.
- Experience in maintenance and upkeep of HVAC systems.
- Licensed/certified in pest control and pool maintenance a plus. If not, must be willing to become licensed/certified.
- Must possess strong interpersonal skills with the ability to relate to campers, guests, and other staff members.
- Must have advanced computer skills with working knowledge of Microsoft Office, internet, email.
- Must possess a valid Driver's License.
- Must provide a Background Check and Child Abuse Clearance every 5 years.
- Must occupy a resident staff house.