

## **POSITION DESCRIPTION**

### **FACILITIES DIRECTOR, BLUESTONE CAMP AND CONFERENCE CENTER**

#### **FULL TIME**

**Purpose:** The Facilities Director will be responsible for the management of lodging and food service functions and the maintenance of the physical plant and efficient, safe operating condition of all facilities. The Facilities Director shall have a knowledge and competency in performing basic maintenance and repairs and possess consciousness of accountability for maintaining safety, cleanliness and a commitment to environmental stewardship. In addition, the Facilities Director shall have administrative skills, including record keeping, financial management and insurance and liability oversight and maintain all permits and licenses as required for operational compliance. Preference will be given to an individual with a college degree.

**Accountability:** Accountable to the Administration Committee and supervised by the General Presbyter.

**Term of Service:** Indefinite

#### **Responsibilities:**

- Serve with the Program Director as staff resource to the Bluestone Committee.
- Determine availability and maintain calendar for booking use of Bluestone Camp and Conference Center.
- Maintain a personal residence at the facility throughout the year.
- Hire, supervise and evaluate facility staff including lifeguard, kitchen and maintenance personnel. Counselors, medical personnel and program staff will be hired and supervised by the Program Director.
- In coordination with the Bluestone Board and Bluestone Committee, monitor the agreements and responsibilities within the contract established with the Army Corp of Engineers.
- Purchase necessary supplies and equipment for the facility's operation. Purchases greater than \$500. in value shall be made with the approval of the Bluestone Committee. At least three written bids for the work of any contractor and major construction, repair and improvements must be provided to the Bluestone Committee for approval before proceeding.
- Maintain accurate records of guests at the facility for billing, emergency contact and insurance/liability reports.
- Establish and maintain timely and accurate inventories of equipment, supplies and food.

- Oversee correction or repair of any equipment malfunction or structural deficiency.
- Ensure the maintenance of and necessary improvements to the facilities to provide a clean, safe, functional site. Facilities include (but are not limited to) buildings, grounds, other structures, swimming pool, waste water treatment plant, vehicles, kitchen equipment, pumps, canoes and camping equipment.
- Establish and maintain effective measures for the reasonable security of the facilities and grounds.
- In coordination with the Program Director, prepare a draft of the Bluestone Camp and Conference Center budget.
- In coordination with the Program Director, maintain an accurate checking account and financial records for Bluestone Camp and Conference Center.
- In coordination with the Program Director, provide transportation for summer camp off-site activities.
- In coordination with the Program Director, prepare a draft of policies and procedures for the use and maintenance of the facilities and programming that will meet ACA standards.
- Maintain a reconciled checking account.
- Maintain a Class II Water Operator's license.
- Be certified by the American Red Cross in CPR and basic first aid.

This list is illustrative rather than comprehensive. Additional duties may be assigned by supervisor and/or the Bluestone Committee.

**Compensation:** Reviewed annually by the Administration Committee with input from the Bluestone Committee and General Presbyter.

**Evaluation:** An annual performance review will be conducted by the General Presbyter with input from the Bluestone Committee and reviewed with the Administration Committee.