

# CAMP LONE STAR

LUTHERAN OUTDOORS MINISTRY OF TEXAS

## FACILITIES DIRECTOR MINISTRY DESCRIPTION

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### A Mission of Outreach and Renewal

#### OVERVIEW

The Facilities Director is to serve LOMT by carrying out the Mission and Core Values as a member of the Facilities Ministry Team. This full-time position reports directly to the Chief Executive Officer.

#### GENERAL RESPONSIBILITIES

- **Committed to outreach and renewal in the midst of God's creation and among His people**
- **To daily live out our Core Values: Christ-Centered, Pattern Interrupt, Joy-Filled, Intentional, Selfless Service**
- Responsible for overall site maintenance and cleanliness, including, but not limited to, facilities, lawn care, waste water treatment, drinking water system and pool maintenance, to ensure a safe, health, attractive and functional environment
- Responsible to schedule, organize, and perform facility cleaning and preparation
- Willing to assist in trash collection and laundry care as needed and directed
- Willing to assist in facility and new project developments in collaboration with CEO
- Willing to assist in program activities as needed and as requested by CEO
- As a LOMT/CLS Team member, willing to assist in any task that will further our Mission and live out our Core Values for the transformation of lives through adventure

#### REQUIRED QUALIFICATIONS

- Minimum age - 22 years old
- Mature, organized, capable, mechanically-oriented person
- Working knowledge of basic maintenance, repair, and grounds work
- Ability to train, lead and supervise full time, part time, and summer staff members, and volunteers
- Possess current driver's license and ability to operate motor vehicles
- The ability to observe what needs to be done around camp and implement a plan for completing the task
- Dedicated Christian with a personal, growing relationship with Jesus Christ and is willing to share their faith in Christ with others
- Desire and ability to work outdoors with children, youth, families, and adults
- Certifications/Licensing (or willing to attain): Waste-Water Operator License (Class C or higher), Drinking Water Procedures
- Physical Demands: High physical engagement
  - Ability to stay on feet for 7+ hours a day
  - Ability to lift and carry tables, chairs, and other equipment up to ~50 pounds

#### DESIRED QUALIFICATIONS

- Is a member in good standing of The Lutheran Church-Missouri Synod either as an individual or as a member of one of its congregations
- Skills in various building trades (i.e. electrical, plumbing, painting, construction, etc.)
- Proficient in Microsoft Office and G-Suite products (Google Calendar, Google Docs, etc.)
- Possess an adaptable and teachable spirit, self-motivated to learn new processes
- Demonstrates a servant's heart with integrity, joy, enthusiasm, initiative, self-control, a willingness to learn, a sense of spiritual direction, and the presence of God in his/her life

## **ADMINISTRATIVE (25%)**

- Train, schedule, assign, and supervise the Facilities Team
- During the summer, serve as go-to for Junior Staff Coordinators and Junior Staff with regard to grounds work, maintenance, or housekeeping duties.
- During the non-summer months, train, schedule, assign and supervise any personnel who are helping in the maintenance or housekeeping areas.
- Supervise and coordinate volunteer activities such as workdays and servant events.
- Sustain staff and volunteer morale, fellowship, spiritual well-being, and team unity
- Meet with the Chief Executive Officer on a weekly basis to share concerns or recommendations and to prioritize a list of things to accomplish
- Ensure all relevant maintenance records are kept up to date and filed appropriately
- Prepare, present, and operate within the annual Maintenance Budget

## **WATER SYSTEMS MAINTENANCE (25%)**

- Maintain appropriate and adequate flow levels and chemical levels for drinking water well, Waste Water Plant, lift stations, and pool systems
- Sampling and reporting for water systems
- Obtain and keep current wastewater license

## **GROUNDSKEEPING (SUPERVISE AND COORDINATE) (10%)**

- Mow and trim all areas of camp; utilizing volunteers and facilities team members to help according to their skill level in operating all necessary equipment
- Maintain grounds to reduce risk of danger or injury to persons using grounds and facilities
- Repair and maintain outdoor furniture such as picnic tables, benches and trash receptacles
- Collect trash from all receptacles and dispose of properly
- Trim bushes periodically and remove dead branches, stumps, underbrush, or trees when necessary
- Trim existing trails, keeping branches away from heads of pedestrians

## **BUILDING MAINTENANCE (SUPERVISE AND COORDINATE) (10%)**

- Routinely check and maintain all smoke detectors and fire extinguishers
- Be responsible for repair of any electrical, plumbing, or HVAC problems, calling in professional assistance when necessary
- As needed, repair such items as screens, windows, doors, hinges, door knobs, gutters, light bulbs, curtains, and curtain rods
- Assist with the construction or remodeling of new buildings or other structures
- Maintain the exterior of all buildings on a regularly scheduled basis (repainting, re-roofing, re-siding, or re-staining)

## **EQUIPMENT MAINTENANCE (SUPERVISE AND COORDINATE) (10%)**

- Provide preventative maintenance and repairs on the camp's fleet of vehicles (tractors, pick-ups, camp vans)
- Maintain all small-engine equipment such as lawn mowers, trimmers, blowers, and wood-splitter
- Maintain all hand tools and power tools in good working order
- Assist in moving materials and supplies to appropriate areas in camp as needed
- Make recommendations to the Chief Executive Officer for equipment purchases

## **HOUSEKEEPING (SUPERVISE AND COORDINATE) (15%)**

- Order and stock necessary maintenance/housekeeping supplies and equipment, checking the accuracy of deliveries for such items, and bringing all invoices to the Office Secretary for payment
- During the summer, ensure quality of routine cleaning schedules
- During the non-summer season, be responsible for the general camp clean-up after a guest group has left by helping clean all areas that were used by the groups

**MISCELLANEOUS (5%)**

- Attend approved professional training seminars or conferences
- Provide operational support for program implementation.
- Assist with meal service when necessary
- Other duties as assigned
- As a team member, assist other staff in any task that will enhance the outdoor ministry of Lakeview Ministries.

**OTHER RESPONSIBILITIES**

- Attend approved professional training seminars and conferences
- Attend required staff meetings and devotions
- Assist in evaluating current operating procedures in make recommendations as they arise

**SALARY AND BENEFITS**

- Commensurate with position, education, and experience as per the Lutheran Outdoors Ministry of Texas Personnel Manual and salary structure

# EMPLOYMENT APPLICATION

Lutheran Outdoors Ministry of Texas, Inc. d/b/a Camp Lone Star  
 www.lomt.com | 979.968.1657 (o) | lomt@lomt.com



LUTHERAN OUTDOORS MINISTRY OF TEXAS

APPLICANT INFORMATION			
Last Name		First	M.I.      Date
Street Address			Apartment/Unit #
City		State	ZIP
Phone		E-mail Address	
Date Available		Desired Salary	
Position Applied for			
Are you a citizen of the United States?    YES <input type="checkbox"/> NO <input type="checkbox"/> If no, are you authorized to work in the U.S.?    YES <input type="checkbox"/> NO <input type="checkbox"/>			
Have you ever worked for this ministry?    YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?			
Have you ever participated in, been accused or convicted of, or pleaded guilty or no contest to any abuse or sexual misconduct?    YES <input type="checkbox"/> NO <input type="checkbox"/>			
Have you ever been convicted of a felony?    YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain			

EDUCATION				
High School		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone (      )
E-mail	
Full Name	Relationship
Company	Phone (      )
E-mail	
Full Name	Relationship
Company	Phone (      )
E-Mail	

**PREVIOUS EMPLOYMENT**

Company

Phone ( )

Address

Supervisor

Job Title

Starting Salary \$

Ending Salary \$

Responsibilities

From

To

Reason for Leaving

May we contact your previous supervisor for a reference?

YES NO 

Company

Phone ( )

Address

Supervisor

Job Title

Starting Salary \$

Ending Salary \$

Responsibilities

From

To

Reason for Leaving

May we contact your previous supervisor for a reference?

YES NO 

Company

Phone ( )

Address

Supervisor

Job Title

Starting Salary \$

Ending Salary \$

Responsibilities

From

To

Reason for Leaving

May we contact your previous supervisor for a reference?

YES NO **HOW DOES THE FACILITIES TEAM CONTRIBUTE TO THE MINISTRY IN "OUTDOORS MINISTRY"?****DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date