

Camp Luther Position Description: Facilities Assistant

Accountability: Supervised by Director of Facilities



Position Summary

The Facilities Assistant is a year-round, full-time, non-exempt (hourly) position (averaging 37.5 to 40 hours per week) that offers a full benefits package (medical, retirement, paid time off, etc.). This role requires a flexible schedule, including weekends and holidays. The primary purpose of this role is to support the mission of *"Building up all people in Christ for service and witness to the world"* by modeling Camp Luther's core values (Christ-centered community, relationships, servant leadership, and meaningful service) while stewarding camp facilities, grounds, and equipment.

Principal Duties and Responsibilities

- **Facilities & Property Maintenance**
 - Assist with the general care, upkeep, appearance, and safety of Camp Luther's property, facilities, vehicles, equipment, land, forest, and shoreline.
 - Manage and assist with seasonal operations, including snow removal and the shutdown/startup of seasonal facilities.
 - Maintain clear, professional communication and collaborate effectively across all camp departments (Program, Business/Office, and Food Service).
- **Volunteer Program Support**
 - Support, build up, and cultivate positive relationships with volunteers serving at camp.
 - Assist with planning, organizing, and executing volunteer projects, events, and Christ-centered service programs.

Qualifications & Requirements

Character & Communication

- A personal commitment to a growing spiritual walk with Christ and a natural desire to support the Mission, Vision, and Core Values of Camp Luther.
- Willingness to serve in a team atmosphere with respectful, honest, and direct communication.
- Ability to establish priorities, work independently, and proceed with projects with minimal direct supervision.
- Ability to adapt and change plans when needed.

Technical Skills & Experience

- Basic knowledge and practical experience in facility trades, including plumbing, electrical, HVAC, construction, welding, and auto mechanics.
- Experience with hand/power tools and the operation of light machinery/equipment.
- Strong knowledge of safety equipment, safe work practices, and proper PPE implementation.
- Ability to train, teach, and provide direction to staff and volunteers to successfully execute tasks.

Physical & Operational Requirements

- Possession of a valid driver's license.
- Must be in good physical condition to handle an active, physically demanding role.
- Ability to regularly lift up to 50 lbs, work outdoors in various weather conditions (heat, snow, rain), and perform tasks involving bending, kneeling, standing, or climbing.
- Comfortable working in tight spaces, such as crawl spaces, for building winterization and maintenance.
- A strong track record of punctuality, regular attendance, and taking ownership of assigned duties.

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A subsidiary ministry of the North Wisconsin District – Lutheran Church Missouri Synod