

Sugar Creek Bible Camp

13141 Sugar Creek Bible Camp Rd. Ferryville, WI 54628 608-734-3113

POSITION: Maintenance Director

RESPONSIBLE TO: Executive Director

SUPERVISOR TO: Seasonal Maintenance Assistants, Barn Manager, Volunteers

SUMMARY

Sugar Creek Bible Camp is a nonprofit organization, owned and operated by over 100 area churches. The camp welcomes individuals, schools, families, and church groups by hosting summer Bible camp and other retreats in a majestic 660-acre valley, to provide experiences that nurture Christian faith. Our mission statement: "Where all generations encounter Christ, experience God's grace, and are empowered by the Holy Spirit to go forth in faith."



Guests enjoy a variety of programs and events all year. Our site provides a beautiful and powerful atmosphere for these life-changing experiences. The Maintenance Director ensures indoor and outdoor physical surroundings are safe, clean, and inviting to guests.

An ideal candidate has a natural desire to nurture Christian faith through good hospitality, to encourage guests and volunteers, and to use their skills and experience to steward the valley.

POSITION RESPONSIBILITIES & EXPERIENCES

Primary

- Maintain the property, facilities, and equipment; as a manager and in a hands-on way
- Invite, host, and guide our strong ministry team of devoted volunteers; able to offer a prayer at volunteer events such as before a meal, and participate in faith formation experiences
- Be reachable and on-call throughout summer Bible camp and other programs when needed
- Assist as a part of the staff team that works together to grow the retreat ministries of Sugar Creek by inviting guests, exploring new partnerships, and earning positive evaluations
- Performance is evaluated annually. Criminal background checks are performed bi-annually

Maintenance

- Ensure a phased maintenance plan is established. The following is a list of examples, but in no way includes everything: furnaces, kitchen equipment, building maintenance to include screens, doors, steps, windows, refrigerators, roofs, staining, vehicles, trails, trees, pastures, lawns, fences, livestock, snow removal, water pipes, wood stoves, and other.
- Set up and keep a well-organized maintenance shop area, to allow your team to accomplish more repairs, get more done, and to make it possible for volunteers and coworkers to return tools and supplies to designated places
- Oversee groundskeeping including mowing, trimming, fencing, and trails
- Coordinate the routine maintenance of, and order repairs on vehicles, with accurate records
- Maintain swimming pool (summer only) to state standards, with pool manager certification. Oversee summer pool leader who maintains the pool and keeps accurate records
- Manage maintenance of horse facilities and assist in caring for the horses
- Maintain compliance in facility maintenance standards of the Wisconsin DATCP, American Camping Association, health department, DNR/MFL, and local permitting agencies
- Work closely with the Executive Director to design, plan, and execute construction or renovations. Offer budget input; when possible, plan property expenses in advance

- Attend Property Committee meetings, collaborating on long-term goals. When requested by the Executive Director attend outdoor ministry conferences, board meetings, and continuing education. The cost of required trainings is paid by Sugar Creek

Other Duties

- This position is not always a set 8-hour day, but “as needed” to manage the property and facilities. While director positions have regular days off and vacation days, there can be times when urgent repairs arise that do not follow a planned schedule, superseding this time. The Executive Director and camp staff will work with you as you arrange ways to cover requirements in advance when away.
- The responsibilities listed are primary. However, all staff must have the heart and ability to safely and willingly accomplish "whatever is needed" for the benefit of this ministry. This may on rare occasion include anything from driving, restocking firewood, washing dishes, helping a team with a bulk mailing, representing the camp with a brief greeting at a church, writing emails, or even chasing down horses in the pasture. Different seasons require adaptability and have different intensities. All staff members must be flexible.

QUALIFICATIONS

As a member of a staff serving in Christian mission, each employee must share an openness to the work of the Holy Spirit, a felt sense of calling, and the desire and ability to participate in the Gospel of Jesus Christ. Specific qualifications include:

- At least 21 years old with a valid driver's license and good driving record
- Personable nature; able to relate to others from a diversity of backgrounds and to provide rewarding experiences to our volunteers
- Physically able to safely lift 75 lbs., climb ladders, and work standing up for long days
- Commitment to open communication and healthy teamwork in a diverse ministry team
- Able to thrive and focus when working on your own, organizing time and projects
- Leadership skills for effective supervision
- Respect for risk management policies and procedures
- Effective basic computer skills such as online ordering and emails
- Ability to problem-solve effectively, and to manage changes on short notice while holding empathy and compassion for guests and ministry coworkers
- Willingness to serve at whatever needs to be done, with sometimes unusual or flexible hours

COMPENSATION

This position is a full-time, year-round salaried position including 12 paid holidays, 2+ weeks of vacation days, contributions towards retirement, health insurance benefits, homestyle meals when served onsite to guests, and the possibility of onsite housing with utilities paid. Compensation is based on prior work experience and qualifications.

TO APPLY

To apply, send a letter of interest and resume to Jesse Klosterboer, Executive Director, to JPKlosterboer@gmail.com . Call 608-734-3113 for more information and/or a tour.

Thank you for your interest in serving God through outdoor ministries!