



Lake Logan Conference Center and Camp Henry, Inc is seeking a qualified and dedicated individual to serve as Director of Facilities, Grounds, and Environmental Stewardship.

Owned by the Episcopal Diocese of Western North Carolina, Lake Logan is open year-round to host all types of events and groups and is home to Camp Henry, a summer camp program for children, youth, and families. The 300-acre property is adjacent to the Shining Rock Wilderness Area of Pisgah National Forest and includes a mile-long lake fed by the West Fork of the Pigeon River, forested and open land, and a wide array of historic buildings with 86 cabin beds and 80 dorm style beds.

The position of Director of Facilities, Grounds, and Environmental Stewardship is a full-time and non-exempt position with significant management responsibility that requires the ability to work independently and as part of a team. Salary is commensurate with experience (range starts at \$38,000). A generous benefits package includes full medical and dental coverage, pension, vacation, and personal days.

Lake Logan Conference Center serves Christ by welcoming all generations to experience restoration and reconciliation with God, one another, and all creation.

Camp Henry offers every participant an experience of the Living God in an environment of unconditional love, imagination, and engagement.

To apply, please send a resume and cover letter to Lake Logan Conference Center and Camp Henry, Inc, ATT: Lauri SoJourner, Executive Director, 25 Wormy Chestnut Lane, Canton, NC 28716 OR lauri@lakelogan.org. Application review will begin on June 8.

Visit lakelogan.org to learn more about Lake Logan Conference Center and Camp Henry.

Job Title: Director of Facilities, Grounds, and Environmental Stewardship
Classification: Exempt
Reports to: Executive Director

Position Purpose:

To further the mission and vision of Lake Logan through the development, maintenance, and repair of buildings, grounds, equipment, and other facilities. Responsible for the overall safety and security of the center.

Essential Job Functions:

Lead Facilities Team, which includes employees with responsibilities in maintenance, groundskeeping, set-up, and housekeeping.

- Be accountable for the quality, efficiency, and accuracy of the Facilities Team's work.
- Establish and enforce departmental policies, procedures, quality standards, and customer service standards.
- Hire, train, supervise, evaluate, and support departmental staff.
- Plan departmental staffing needs to meet conference center needs and resources.
- Supervise and coordinate volunteers engaged in the maintenance and improvement of buildings, grounds, equipment, and other facilities.

Manage financial and administrative functions of the Facilities Department

- Work with the executive director, head housekeeper, and business manager to develop and maintain the departmental operating budget.
- Ensure good stewardship of Lake Logan's resources, protecting equipment and property.
- Purchase equipment and supplies according to needs and budget allocations.

Maintain safety and good repair for center facilities, equipment, roads, grounds, lake, and river.

- Complete or arrange for all repair and maintenance of buildings, facilities, and grounds.
- Develop, implement, and document a maintenance management plan of prevention, routine maintenance, correction, and construction.
- Coordinate and supervise outside contractors to ensure high quality and efficient work.
- Operate and oversee safe use, care, and inventory of all maintenance equipment and supplies.
- Assess property daily to ensure safe and open roads for guests and to address down trees, electrical lines, trespassers, etc.
- Address hazards found in center's buildings and grounds.
- Work with director of Camp Henry and Outdoor Programs on maintenance and storage of recreation equipment and trail building / maintenance.
- Perform janitorial and general maintenance duties.

Maintain water quality.

- Complete daily checks on water tanks and meters.
- Complete monthly water quality reports to Haywood County and NC State Health Departments as required by law.
- Arrange and confirm on-site health inspection on water.
- Check daily the river, lake, and dam, which is on the terrorist watch list by federal government, for safety, trespassers, and other concerns.
- Maintain communication with Evergreen Packaging about dam, lake, and river maintenance.

Lead the set-up of all meeting rooms.

- Work closely with Guest Services Manager to coordinate guest setup, technology, and maintenance needs.
- Connect with guests to confirm satisfaction in setup, technology, and maintenance needs.

Lead the staff in environmental stewardship.

- Continually develop, implement, and evaluate plans for Lake Logan's response to the call to environmental stewardship and creation care.

- Educate staff on procedures related to environmental stewardship including but not limited to recycling, forestry, water care, composting, etc.
- Work with director of Camp Henry and Outdoor programs on links between Lake Logan's policies/ procedures and educational / spiritual opportunities for camp and outdoor programs.

Lead staff in risk management and organizational safety.

- Work with the executive director and other staff to develop and implement sound emergency action plans.
- Develop, update, and train staff and volunteers in risk management and safety procedures, including but not limited to MSDS, blood borne pathogens, use of PPE, and recognition/response to safety concerns.
- Document safety training and all accidents.
- Enforce safety policies and procedures.

Serve as a member of the leadership team.

- Participate in management, department, and staff meetings.
- Communicate and coordinate with other departments and staff.
- Share on-call, shift supervision, and lock/unlock responsibilities.
- Work with other leadership team members in the establishing, communicating, and enforcing policies and procedures.
- Communicate operational concerns and solutions to the executive director.
- Provide hands on support to other departments during peak business times.

Other Duties

- Provide excellent hospitality and customer service to all guests.
- Work with special programs / guest groups on logistics issues related to use of facilities and grounds.
- Represent Lake Logan in a positive light in the community.
- Other duties as assigned.

Relationships:

- This position is considered a leadership role and a core member of the staff reporting directly to the executive director.
- This position is a strong link connected to the safety and care of the guests of Lake Logan.
- This position supervises the maintenance and housekeeping staff with at least two full-time direct reports and a team of part-time and seasonal staff.
- This position supervises volunteers.
- This position works closely with all departments.

Qualifications: (Minimum qualifications and experience)

- Associate's degree or higher strongly preferred. (High school diploma or its equivalent with a high level of experience may be considered.)
- 4+ years of experience in facility and site maintenance, construction, and/or grounds keeping.
- Valid and current NC driver's license.
- Clear background check.

Knowledge, Skills, and Abilities:

- Desire to provide guests with the best possible experience at Lake Logan.
- Ability to obtain and maintain NC State Certification in Drinking Water and Wastewater Management
- Ability to obtain and maintain a current certification in first aid and CPR
- Ability to work on a team, relate, and work well with others.
- Ability to work independently with little direction.
- Ability to read and write.
- Ability to use a computer for communication and documentation. Comfort in using Microsoft Office Suite and Gmail.
- Ability to understand technology equipment used by guests in order to help with set-up and technical questions.
- Ability to provide and receive guidance, direction, and supervision.

- Proficiency in the safe and proper use of power equipment and tools, heavy and light machinery, and building materials.
- Desire to work in a faith-based setting.

Physical Aspects of the Position:

- Ability to understand and implement safety regulations and procedures.
- Ability to identify safety hazards and monitor guest and staff behavior and enforce appropriate safety regulations and emergency procedures.
- Ability to walk, stand, bend, and stretch.
- Ability to lift, up to approximately 50 pounds, and occasional lifting of equipment weighing up to approximately 75 pounds may be required.
- Ability to safely and properly use power tools and equipment.
- Ability to safely drive cars, light trucks, tractors, and other motorized vehicles.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the center operation.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist guests in an emergency (fire, evacuation, illness or injury).
- Willingness to work irregular hours.
- Ability to operate with daily exposure to the sun, heat, cold and other environmental conditions.

Equipment Used:

Lawn equipment, tractors, chain saws, blowers, plumbing and woodwork equipment, general tools, motor vehicles, industrial kitchen equipment, etc. Personal computer, guest technology equipment, and other office equipment.

Hours

Typical work week is five days, approximately 40+ hours, and includes some evenings and weekends. Work schedules are dependent on guest schedules. Serve weekend on-call schedule for emergency repairs.