

Site Manager

Job Posting

Kinasao Lutheran Bible Camp is looking for an individual with the gift of service, a passion for Christian camping, and a joyful follower of Christ, to join the year round ministry leadership team in the role of Site Manager.

Care of the facility is a large part of the Kinasao ministry, as it provides a safe place for people to come and know Kinasao's mission to be a place set apart inviting all to experience God's love. The Site Manager (SM) will support the ministry by showing God's love to all those who come to Kinasao by providing excellent care of the Kinasao property and facilities.

The SM will be in charge of all aspects of our facility care – handling maintenance and repairs to existing buildings and equipment, and caring for the grounds. The SM will oversee project coordination of existing and new property developments.

The SM role is a year round, full time position. The SM will need to be on call and available as needed when guests are using Kinasao facilities. Kinasao housing is available for rental, and ideally the SM will live on property.

The SM will be in charge of the summer maintenance staff, providing leadership and supervision of this seasonal role. The SM will also work with volunteers throughout the year, engaging them in projects and regular maintenance.

The SM will be an important part of the ministry leadership team as Kinasao moves forward in fulfilling the core values of the ministry. They will be expected to be involved in team meetings and future planning for the Kinasao ministry. All leadership team members must uphold Kinasao's values, statement of faith, be in support of, and involved with, the ministry taking place at Kinasao.

Interested applicants should submit a resume and cover letter to Interim Executive Director, Kristi Stolee, at kristi@kinasao.ca by Feb 28, 2020. The position will start in April 2020, with the specific date to be determined with the successful applicant. Any questions can be directed to Kristi Stolee via email.





JOB DESCRIPTION – SITE MANAGER

Purpose:

To manage, maintain, and develop the property and facilities of Kinasao so as to support Kinasao's outdoor ministry goals and objectives. The Site Manager's duties are specifically related to the areas of Property Maintenance, Project Coordination, and Staff or Volunteer Supervision.

Responsible to: the Kinasao Executive Director.

Requirements:

Must have an active faith in Jesus Christ and seek to honor God in all areas of their life.

Have the gift of hospitality, exhibiting exceptional interpersonal skills. Must have the ability to work independently and take pride in keeping things clean and presenting an inviting facility. They must be willing to report to and take direction from a supervisor.

Have skills and experience in construction and design, with a working knowledge of plumbing, electrical, water, and septic systems. They must also be organized and able to keep accurate records of their work and the associated expenses.

Have clear communication skills and be able to attract, direct, and supervise volunteers and be able to work well with contractors and trades.

Be on site or on call whenever guests are on the property or make other arrangements for coverage by a designated individual. This position includes odd and/or extended hours at times, especially during May-August.

Attend staff meetings and team events as requested.

Positively represent Kinasao in both public and private situations.

A minimum of 5 years of related experience is preferred.

General Responsibilities:

Property Management: Maintain, and repair as needed, all buildings, equipment, and vehicles. Maintain the grounds to present an inviting and well-kept facility for all who attend Kinasao. Work within given budgets.

Project Coordination: Assist in planning for new property developments taking place at Kinasao (building, property, or equipment). Obtain quotes for projects and work within given budgets.

Staff and Volunteer Supervision: Train and supervise summer maintenance staff to assist with duties. Coordinate volunteers to be effective in working on ongoing projects.

