



## **Ministry Description**

**Position: Maintenance & Facilities Director**

**Responsible to: Director**

### **Qualifications:**

1. Has a sincere love for the Lord and a desire to see campers come to know and grow in Him.
2. Is in agreement with Miracle Bible Camp's statement of faith, philosophy & polices.
3. Is eager to learn, loves campers, and shows a consistent walk with God.
4. Is willing to forego some personal rights for the common good of MBC and campers.
5. Preferably has previous camp leadership experience.
6. Has a demonstrated "self-starter" work ethic and desires personal growth.
7. Believes that they are spiritual gifted in the areas of service / hospitality / leadership.
8. Prefer experience and skills in facilities and grounds maintenance and construction.
9. Preference given to those with a bachelor's degree or higher formal education.
10. Ability to manage or lead a variety of tasks and persons at once. Demonstrating a servant-ministry style of leadership.

### **Responsibilities:**

1. Be a positive witness for Jesus Christ in all words and actions. Share Christ's love with the public, campers and staff to reflect favorably upon the Lord and M. B. C.
2. Develop a Christ-like, servant atmosphere in the work area. Team player.
3. Maintain facilities grounds, buildings and equipment through a combination of hands on doing and organizing projects for staff and volunteers. This is the day to day operational focus and routine maintenance.
4. Support summer camp program and guest group fun through the maintence and development of activities. This may include direct leadership of program activities.
5. Serve as directed on the team that hosts retreat groups, ensuring that each group receives personal attention in enjoying a spiritually and physically beneficial stay at M.B.C.
6. Working with the director develop and maintain a 5 year written plan for property and facility development and maintenance.
7. Provide for the maintenance of all camp tools and equipment, and for the safe operation of same.
8. Work with the director in coordinating new construction projects.
9. Lead and train staff and volunteers to ensure safety of staff and campers at all times.
10. Meet regularly with the director for goal setting and planning.
11. Develop & maintain a personal spiritual family (church relationships), and prayer and financial support team. Utilize MBC policies for staff missionary support raising.

**Any questions please call Doug/ email Miracle Bible Camp 218-682-2714 mbcamp@uslink.net**

**Typical day is variable adjusts to the season and people needs of the ministry.**

Salary for 40+ hours each week, intensity varies as we care for people. But it is important that balance is kept for keeping balance, and our priority ministry is spouse and family.

**January to March**

Snowplowing, maintenance of mowers, boats, "inside the shop stuff"

Housekeeping... we clean between each group (you are primarily responsible for doing this, the rest of the team will assist as needed)

Winter activities prepared (Broomball, sled, snowshoe), wk.-end host as needed, interior building maintenance such as painting, carpet cleaning, to upgrades to the décor.

**April to June**

Prepare for summer- docks, boats, activities, exterior of buildings, lead volunteers in preparing camp for the summer,

Grounds looking well cared for... mowing, roads graded, fresh paint, clean

**July to September**

Grounds, lead volunteers or summer staff, assist as able / coordination with program director in leading a programed activity.

Hosting, housekeeping team

**October to December**

Winterize, docks, boats, buildings/ waterlines

Hosting, housekeeping

Possible fall building projects

Repair and replace mechanicals... boats, motors, sailboats, mowers, weed eaters, maintenance shop TLC

**To help get a feel for the expectations, discuss at interview**

Daily operations focus, seeing projects and taking initiative, maintenance, Camp safety, Volunteer coordination, good stewardship, Construction coordination, Communicate to vol. & contractors, People raising / Development, Public relations, Hospitality, Housekeeping, Leadership by example/ knowledge

**Compensation**

Housing at Miracle Bible Camp including utilities, (excluding phone & internet)

Salary depending on experience and need up to \$40k, Staff responsible to raise a support team of prayer partners and donors as a missionary for 50% of the salary. Follow staff mission support raising policy.

**Position is open until filled (we would like to have this person by June 2019)**

**To apply:**

1. Please **complete staff application** (found on our website "About Us", "Staff" (ignore the summer staff particulars)
2. Send a current resume
3. Either email to [mbcamp@uslink.net](mailto:mbcamp@uslink.net)

or mail these documents

Miracle Bible Camp, Attn: Doug Payne, Box 450, Longville MN 56655