

## Facility Manager

Lakewood Retreat

Brooksville Florida



The Facility Manager is responsible for the day to day administration and coordination of camp maintenance, logistics, grounds and materials to ensure camp runs smoothly! Because we're a small team, the Facility Manager will not only maintain high-level responsibilities within our operational budget and spending, but will also help execute everything in between to make sure camp runs safely and efficiently like grounds/building/equipment maintenance. The Facility Manager is responsible for:

- Prioritizing maintenance staff, including training and operational maintenance within compliance of government regulations.
- In coordination with Executive Director & Finance/HR Director, estimate operational costs and maintain them within camp operations budget.
- Assisting the Executive Director with facility building upgrades/repair cost estimations.
- Coordinating our amazing volunteer staff.
- Camp procedures such as laundry, ground maintenance, on-call guest maintenance issues, oversight of weekend close-outs, including weekend hosting & on-call when scheduled.

The Facility Manager is a part of the Leadership Team at camp, and will help manage facility maintenance staff towards the shared vision of a serving our Community outdoors for the sake of Jesus Christ.

In addition to the qualifications we look for in all Lakewood Retreat team members, we will be looking for candidates who:

- Are focused on serving a living God as a Christ-like ambassador both to guests, staff and our Communities.
- Are mechanically savvy in structural, maintenance, electrical, automobile, plumbing, grounds and can maintain our beautiful grounds, with at least five years of proven experience.
- Have a proven record of managing people, project management, managing budgets, and working well in maintenance records/cost accounting/operational staff schedules, and computer savvy for existing Excel & maintenance programs/software.
- Are excellent communicators with many different stakeholders, from campers to staff to vendors.
- Have a background in Christian camping and ministry.

This position is an exempt, full-time salaried position with onsite housing & utilities, benefits (health, dental and vision). Candidates must be in good health for the physical requirements of the job, and pass all necessary state/federal background checks required for a camping ministry.

**For more information, please email our HR manager, Rosie Francis at [rfrancis@lakewoodretreat.org](mailto:rfrancis@lakewoodretreat.org), or call 352.796.4097**