



Facilities Director Job Description

The mission of GENEVA Camp and Retreat Center is to create an environment where the presence of God is experienced, the love of Christ is demonstrated, and a Spirit-filled life is inspired.

Status: Full-time, exempt

Reports to: Executive Director

Geneva welcomes more than 14,000 retreat guests and over 4,200 summer campers each year. Located along Lake Michigan in Holland, Michigan, Geneva offers 1,200 feet of lake frontage and 75 acres of woods and open spaces.

The Facilities Director will oversee the planning, execution, and management of all facilities operations and capital projects for Geneva. This role ensures the efficient, safe, and sustainable management of the organization's physical assets, including buildings, grounds, infrastructure, and equipment. The Director will lead a team and work closely with senior leadership, departments, and external stakeholders to maintain and enhance the physical environment. Below is a general overview of responsibilities and desired qualities and not a description of the day-to-day activities.

Personal Characteristics Desired:

- Strong commitment to the Christian faith
- Willingness to support the mission of Geneva
- Characterized by a servant's heart and willing spirit
- Demonstrated commitment to doing things correctly and completely
- Willingness to work as part of a team in meeting Geneva's facility maintenance needs
- Self-starter, able to see work and take initiative
- Willingness to learn new skills and take direction

Key Responsibilities

- Plan, manage, and oversee all buildings, grounds and equipment maintenance, repair schedules, and facility-related operations
- Ensure compliance with safety regulations, MIOSHA standards, and accessibility requirements
- Maintain records of equipment and building systems, scheduling preventive maintenance
- Respond promptly to emergencies, after hours fire alarms or service interruptions
- Manage and maintain Geneva's vehicle fleet
- Support Geneva's retreat ministry providing setup/teardown support and delivery of audio-visual equipment
- Primary overseer of camp pool providing daily maintenance, pool opening and closing each calendar year and working with approved vendors as needed for repairs
- Coordinate inspections pertaining to Geneva's facilities in compliance with county and state regulations
- Work alongside volunteer groups for purpose of improving grounds, buildings and special projects related to the facilities department
- Respond to and assign maintenance requests as well as perform and assign general janitorial responsibilities as necessary (clean, replace lights, repairs of building and furniture)
- Oversee work of outside contractors while onsite such as landscapers, repair people, painters, etc.
- Meet maintenance needs outside of normal business hours
- Assist in the hiring, discipline, and promotion of the Facilities team
- Perform any other reasonable task

Knowledge, Skills and Abilities

- Strong critical thinking, problem solving, and planning skills
- Strong ability to motivate and inspire teammates
- Attention to detail
- Flexible and able to manage multiple projects at the same time

Required Qualifications

- Personal relationship with Jesus Christ
- Committed to the mission of Geneva Camp and Retreat Center
- Live onsite on Geneva's property, availability to address issues that may arise beyond a normal workday
- 5+ years of experience in general maintenance
- 5+ years of supervisory experience
- Willingness to obtain and maintain Certified Pool Operator License
- Ability to think clearly and respond to situations quickly
- Basic computer knowledge including Microsoft Office
- Must work well with minimal supervision and be self-motivated
- Must be able to lead and work well with other people
- Must have a valid driver's license
- Willingness to work hours outside the typical business day as the job requires

Other Functions

- Lead volunteer groups on facilities and maintenance projects
- Manage the budget for facility and maintenance operations, including capital improvement projects
- Staff development training, performance management and annual appraisals of facilities/maintenance team
- Other duties as requested by Geneva leadership

Physical Demands:

- Frequently lifts audio/visual equipment, tables, ladders, boxes, etc. weighing up to 50 pounds.
- Frequently ascends/descends a ladder to service lights, ceiling fans, windows and other needs
- Work is usually performed in outdoor weather conditions year around
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Why you might want to work with us:

In addition to stewarding a vibrant ministry, you will be part of a mission-oriented staff who love to share the good news of Jesus Christ by showing love and hospitality. At GENEVA, we invite folks (both youth and adults) to step away from the busyness of their everyday schedules to hear God's call on their lives. We serve in one of the most beautiful environments of God's creation with an energetic team who gets things done and has fun while doing it.

We encourage and promote professional development opportunities in this role.

Please email your cover letter and resume to sherry@campgeneva.org.