



Facilities and Grounds Technician 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, hourly, benefits

Reports to: Facilities 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.

Under the direction of the Facilities Director, this role is centered around faithfully supporting event setups and teardowns, working in collaboration with housekeeping, program staff, facilities teams, and volunteers to create welcoming, well-prepared spaces for ministry and fellowship. The position also stewards the grounds and facilities through routine upkeep, basic repairs, landscaping, and custodial care, reflecting a commitment to excellence and service. Additionally, it serves guests and retreat groups with hospitality and responsiveness while assisting with projects and occasional on-call needs to support the overall mission.

Personal Characteristics and Required Qualifications:

- Strong commitment to the Christian faith
- Committed to the mission of Geneva Camp and Retreat Center
- Characterized by a servant's heart, willing spirit, and positive attitude
- Demonstrated commitment to doing things correctly and completely
- Willingness to work as part of a team and with minimal supervision
- Self-starter, able to see work and take initiative
- Willingness to learn new skills and take direction
- Strong critical thinking, problem solving, and planning skills
- Attention to detail
- Flexible and able to manage multiple projects at the same time
- Valid driver's license
- Demonstrate reliability, attention to detail, and a commitment to completing tasks safely and efficiently

Key Responsibilities

- Coordinate with the hospitality and housekeeping teams to set up and tear down retreat spaces and meeting areas, as well as program teams for camp setup needs in the summer
- Respond to guest needs related to lodging, meeting spaces, and facility use
- Facilitate and work alongside volunteer groups to complete assigned projects across the property
- Perform routine grounds work, including mowing, leaf collection, snow removal, and general site upkeep
- Assist with landscaping projects, tree trimming or removal, and irrigation system maintenance
- Support building maintenance through painting, light carpentry, and basic electrical, plumbing, and heating repairs
- Assist with floor care, janitorial duties, and general cleanliness of facilities
- Assist with pool maintenance and repairs
- Weekend on-call responsibilities or flexible scheduling to support ministry operations
- Partner with other staff to assist in joint projects between departments
- Other responsibilities as assigned by the Facility Director

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 accommodations 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.