



Position Title: Facilities Manager

Position Classification: Salary

FLSA: Exempt

Supervisor: Operations Director

Reports to: Operations Director and Executive Director

Evaluation: The Operations Director will evaluate the Facilities Manager for the 1st year on a 3-month basis then annually after the 1st year.

Position Summary:

The Facilities Manager is a learning/serving position working with and assisting the Operations Director and Executive Director in the oversight of facility management of Koinonia. The Facilities Manager will assist to ensure that all things are in working order for individuals and groups to have a productive, healthy, safe, and enjoyable time at Koinonia.

Qualifications:

- A Christian in support of the mission of Koinonia.
- Knowledge and experience in building maintenance including basic repairs, carpentry, electrical and plumbing, along with willingness to learn site specifics.
- Knowledge and experience in grounds, landscape, well water systems, and or septic systems or willingness to learn.
- Knowledge and experience in basic automotive and equipment maintenance or willingness to learn.
- Strong work ethic and ability to work up a varied schedule based on the needs of the facility.
- Good mental, emotional and physical condition, including the ability to lift up to fifty pounds on a regular basis, work outdoors and perform routine maintenance.
- Strong organizational, interpersonal, and communication skills.
- Desire to provide exemplary and professional hospitality to all volunteers and guests.
- Ability to supervise others, and work alone or on a team, and show initiative.
- Possess a good driving record and be willing to operate tractors and large vehicles as needed.
- Willingness to live at or near Koinonia.
- Year-round camp or facilities management experience preferred.

Responsibilities:

- Take primary responsibility for ensuring the overall maintenance of the facilities, grounds, vehicles, equipment, and public water systems of Koinonia.
- Schedule or perform routine inspections and preventative upkeep.



- Perform or delegate completion of all work orders and any emergency repairs.
- Work with leadership staff to prioritize projects, negotiate contracts and implement major site changes.
- Maintain accurate records and submit reports for regulatory agencies, accreditation bodies and ministry leadership.
- Inventory, order and ensure upkeep of maintenance-related supplies.
- Supervise year-round on-site volunteers and part-time or seasonal maintenance assistants.
- Coordinate and lead volunteer retreats for work groups.
- Participate in the development of the maintenance budget and maintain a record of expenses.
- Aid other staff in the implementation of their programs and services as requested.
- Assist with keeping Koinonia property and equipment is safe and secure from outside threats.

Capacities and Experience Required:

Capacities: Strong, personal commitment to Christian faith and ability to share this faith with others. Familiarity with ELCA theology, congregations, agencies, and structures. Ability to work well with others and collaborate with directors. Self-motivated to initiate new projects, and able to follow through on details to carry out programs. Must obtain a driver's license for the state of New York and an unrestricted driving record and submit to a criminal background check. Must be able to meet and work with guests and relate well to their needs in a pleasant and respectful manner. Must be self-motivated and able to take initiative in resolving problems.

Experience: Five years' experience in a camp setting or facilities management position is preferred.

As Koinonia is an extension of the Evangelical Lutheran Church in America, being an active and regularly attending member of a ELCA affiliated Lutheran congregation is desired.

Employee Review:

I have read the above and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities, or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties will be required from time to time to meet Koinonia's needs. I have been given a copy of this description.

Incumbent's Signature: _____ Date: _____

How to apply: email resume, cover letter, and two letters of reference to info@koinonian.org