



Building & Grounds Manager

I. Qualifications

- A) Strong commitment and loyalty to the mission of MCRC.
- B) A respect for diverse backgrounds (spiritual beliefs, gender identity, etc.).
- C) Educational requirements – Required: High School Diploma or equivalent.
- D) Experience in:
 - (i) Leadership skills; proven ability to work with committees and groups.
 - (ii) Working independently and collaboratively with guests, volunteer leaders, and staff – variety of ages, groups, needs, and personalities.
 - (iii) Basic computer skills (Microsoft Office, Google Workspace, etc.).
- E) Familiarity with and ability to work within the Indiana State Board of Health codes for Youth Camps as a primary resource.
- F) Must pass a drug test if/when requested.
- G) Ability to lift 60 pounds or greater.
- H) Flexibility with work schedule.

II. Responsibilities - Buildings & Grounds

- A) Facilitate improvements on/around campus.

- B) Inventory supplies and equipment.
- C) Maintenance and upkeep:
 - (i) Equipment and vehicles
 - (ii) Buildings and facilities
 - (iii) Pool maintenance and care, meeting the State Board of Health requirements
- D) Oversee and coordinate:
 - (i) Contract workers, staff, volunteers, and work groups
 - (ii) Major projects, repairs, renovations, and additions
- E) Purchase maintenance supplies and equipment.
- F) Research new equipment for cost effectiveness.
- G) Review annual contracts.
- H) Set-up for groups: open and close areas needed.
- I) Supervise assistants and on-call staff as needed
- J) General upkeep of grounds.

III. Responsibilities - Programs

- A) Facilitate challenge course groups.
- B) Provide leadership for groups when needed.
- C) Develop new challenge options.
- D) Maintain challenge course equipment.

IV. Compensation

- A) Commensurate with experience. Determined by the Finance & Budget Committee of the MCRC Board of Director.

V. Time Commitment

A) Part time

VI. Status

A)

VII. Proposed by

A) MCRC Board of Directors, 2022