

Operations and Property Director Job Description

Sky Ranch is seeking an Operations and Property Director who will support the mission of this ministry. The Operations and Property Director will be responsible for the care and development of Sky Ranch property, facilities, and equipment. This position will also manage retreat reservations for individuals and groups. The ideal candidate will bring a mix of logistical and creative ideas, strong maintenance and communication skills, a passion for outdoor ministry, and a desire to live out their personal faith. A strong orientation toward innovation and improvement is essential. The Operations and Property Director collaborates closely with the other members of the year-round staff. This is a Full-time position.

Camp Information

Sky Ranch Lutheran Camp is a 117-acre outdoor ministry resource of the Rocky Mountain Synod, ELCA. Our main site is located 55 miles west of Fort Collins, Colorado. We are surrounded by Roosevelt National Forest and are three miles north of Rocky Mountain National Park. Our main office is in Fort Collins, where we share a facility with Campus Ministry at Colorado State University. We offer programming in the Spring, Summer, and Fall and our facilities are available for rental April through December 1st. Additional information is available at www.SkyRanchColorado.org.

Mission Statement: "To Facilitate an Encounter with Christ on the Mountaintops."

Responsible to

The Executive Director assumes final authority and all staff are accountable to the Executive Director for all facets of the mission and operation of Sky Ranch Lutheran Camp. Within this accountability, the Operations and Property Director shall receive the delegated authority and responsibility to carry out the tasks working closely with the other year-round staff in many day-to-day operations.

Compensation

- Salary based on education and experience (\$50,000-\$60,000)
- Health benefits, retirement, continuing education, paid vacation, sick leave, and holidays following policies
- Housing and food provided when required to be at camp

Qualifications

- At least 21 years of age with a college degree or equivalent experience
- The position requires working knowledge in areas of engineering, painting, carpentry, electrical wiring and controls, plumbing, water and sewage, vehicle and machinery operation, including maintenance.
- Proficiency in the safe and proper use of power equipment and tools, heavy and light machinery, and building materials.
- Must have knowledge of proper techniques in the following areas: construction, carpentry, plumbing, electrical, and grounds keeping (chainsaw operation).
- Ability to solve problems and be a positive team player
- Excellent written, oral, and listening communication skills
- Effective computer skills
- Ability to maintain discretion and confidentiality
- Commitment to understanding policies and procedures (familiarity with ACA standards is a plus)
- Experience on camp staff is preferred

Responsibilities

- Communicate effectively and courteously in a spirit of teamwork, respect, and customer service
- Maintain and improve camp buildings, equipment, and other facilities as identified by the Executive Director
- Work with Executive Director to monitor expenditures to ensure compliance with the budget when purchasing equipment and supplies
- Perform duties in accordance with regulatory compliance guidelines, including local, state, and federal guidelines
- Monitor vehicle safety and make recommendations for repair and replacement
- Maintain records and documentation for vehicles
- Manage natural resources of the camp including forest and water quality management to ensure protection and proper utilization occurs
- Repair equipment as needed and store equipment for safety
- Facilitate garbage and recycling run to the county landfill
- Respond to emergencies following Sky Ranch's Risk Management/Emergency Procedures
- Provide leadership to volunteer crews so their efforts are safely applied to approved projects and tasks
- Work with volunteers to maximize participation and develop positive contributions
- Plow roads as needed
- Other responsibilities may include carpentry, drywall, electrical, flooring, heating, and cooling, kitchen and bath remodeling, painting, plumbing, pressure washing, roofing and windows and doors. Versatile enough to repair faulty appliances and toilets, fix minor electrical issues, remodel rooms, paint a building's exterior and handle numerous other tasks
- Serve as the main contact for hosted ministry reservations, including individual & groups (non-program)
- Recruit and supervise retreat season staff & Fall Host
- Oversee food service for the site, including ordering and managing camp cooks
- Partner with the Executive Director in donor communication (via phone calls, letters and/or in person meetings)
- Support all other staff roles as a team member

Other Job Duties:

- Participate as a member of the camp staff to ensure the integration of program and property to deliver a program that meets the needs of campers and the camp mission.

Physical Working Conditions

This job requires the ability to frequently lift or move items weighing up to 25 pounds; occasionally needs to lift or move items weighing up to 50 pounds; ability to use hands to manipulate tools and objects or control equipment; adequate vision to do the same safely; stamina and dexterity. The employee will need to be able to move about the property to perform tasks, including standing for extended periods, walking, climbing stairs and ladders, stooping, kneeling, crouching, or crawling to perform functions in various weather conditions and variable climates.

Timeline and Contact

Resumes, references, and cover letters will begin to be reviewed on November 1st and will be accepted until November 30th, or until the position is filled. **PLEASE SEND TO:** Lori Bode, lori@skyranchcolorado.org

This description is a summary of the functions of this position. Other duties may be assigned as needed. Sky Ranch reserves the right to review and adjust this job description as the ministry needs dictate.

Sky Ranch is an equal opportunity employer and does not discriminate based on race, color, religious creed, ancestry, age, sex, national origin, disability.