

Facility Operations Director

(Full time – Year round)

Lakeside Christian Camp & Retreat Center

195 Cloverdale Street

Pittsfield, MA 01201

www.lakesideonline.org

We are seeking an experienced and energetic Operations Director to join the leadership team of a growing ministry. The Operations Director is responsible for all aspects of building and grounds management. If you have facilities management experience, are missions-minded, and love working in a beautiful environment you may be the ideal person for this position.

Lakeside is an evangelical Christian summer camp and year-round retreat center with the mission of *Equipping Youth & Families for Christian Life*. We are located in the beautiful Berkshire Hills of Western Massachusetts. The 135-acre property includes wooded areas, recreation fields, half-mile waterfront, meadows, and 28 year-round and seasonal buildings; some dating to the early 1900's.

Qualifications:

- Faithful Christian in agreement with the Lakeside Affirmation of Faith, and a desire to help others grow in their relationship with Christ;
- Proven track record of successfully planning, managing, and completing multi-scale facility projects, while meeting time and budget goals;
- Strong knowledge of various building trades;
- Ability to organize and prioritize multiple tasks;
- Massachusetts contractor's license and hospitality industry experience a plus;
- Capable of performing physical work and comfortable using E-mail, and Microsoft Word and Excel.

Primary Responsibilities:

- Proactively identify, prioritize, plan, and complete facility maintenance, repairs, and upgrades;
- Effectively manage projects, including determining material, equipment and supply needs; obtaining bids; and establishing a budget and time line;
- Lead and oversee facilities staff; including communication, hiring, training, scheduling, and discipleship;
- Work with Guest Services Director and Dining Service Director to provide resources and repairs necessary for success;
- Ensure sure compliance with local, state, and federal building codes.

Send resume and/or inquires to John Mead, at director@lakesideonline.org. No phone calls please.

Lakeside Christian Camp is both an equal-opportunity employer and a faith-based religious organization. We conduct hiring without regard to race, color, ancestry, national origin, citizenship, age, sex, marital status, parental status, membership in any labor organization, political ideology, or disability of an otherwise-qualified individual. The status of Lakeside Christian Camp as an equal-opportunity employer does not prevent the organization from hiring staff based on their religious beliefs so that all staff share the same religious commitment which is central to our mission.

Pursuant to the Civil Rights Act of 1964, Section 702 (42 U.S.C. 2000e I(a)), Lakeside Christian Camp has the right to, and does, hire only candidates who agree with its affirmation of faith.

Equipping Youth and Families for Christian Life