



## MAINTENANCE DIRECTOR –

\*This position may include on-site housing.

Since 1945, Mt. Lebanon Camp & Retreat has been set apart as a place for people to learn about Jesus, grow in their faith, meet lifelong friends and make lasting memories. Set on 520 scenic acres just 20 minutes south of downtown Dallas, the camp is one of the largest in the state and has welcomed over a million campers and guests since its founding.

This position is critical to the ministry of Mt. Lebanon. The Maintenance Director works with the Physical Operations team, other staff members, contractors, and volunteers to ensure the smooth functioning and availability of the camp for campers and guests of all ages. In stewarding the property through repairs, upgrades, maintenance plans and guest interaction, our team creates an atmosphere for camps and retreats that is safe, enjoyable and free of distraction.

### ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE MAINTENANCE DIRECTOR:

- Perform hands on maintenance and repairs to buildings, infrastructure, equipment and grounds, including 520 acre urban forest. (Specific responsibilities shared by team and assigned based on skills and experience.)
- Manage and oversee maintenance, grounds, fleet, site development, and support all construction projects to ensure standards of excellence are delivered.
- Prepare and execute a preventative maintenance program for all buildings and equipment.
- Steward budget resources to maximize impact.
- Communicate regularly with the Camp Leadership on issues relating to the site and facilities.
- Work with team in creating and implementing a camp master plan.
- Demonstrate leadership in the hiring and oversight of employees, contractors, and volunteers.

### OTHER INFORMATION AND RESPONSIBILITIES

- Mt. Lebanon is a Christian church camp and retreat center owned and operated by the Dallas Baptist Association. Camps and retreats have long been considered an effective ministry for evangelism, discipleship and other faith building functions. As such, staff members should pursue a growing walk with Christ both personally and as an active member of a Southern Baptist-affiliated church or a local congregation of like belief and practice.
- Seasonally long hours during summer camps and positive working relationships with staff requires a team member who truly believes in camp ministry. Mt. Lebanon camp staff functions in a close-knit, family-like atmosphere where relational/social skills are crucial to success and positive changed lives and faith formation of campers is a key reason we serve.
- Ability to participate in physically demanding tasks such as groundskeeping, construction, tree trimming, loading/hauling, and other manual labor in both heat and cold conditions. Must be able to bend, maneuver, lift 50+ pounds, and be physically agile.
- Responsible for having and using personal tools and safety equipment as appropriate.
- Ensure proper maintenance, operation, storage, and security of camp tools and equipment.
- Work with leadership to hire, manage and retain staff to accomplish camp objectives.

- Work with programming leadership as needed to develop and enhance camp activities.
- Adjust workflow for seasonal duties such as on-call rotation and guest interaction.
- Demonstrating of Christian character, service, and hospitality.

#### SUPERVISORY RESPONSIBILITIES

Supervise the work and conduct of summer maintenance staff, employees, contractors and volunteers, ensuring Christian values are practiced and preserved.

#### FINANCIAL RESPONSIBILITY

Work with camp leadership on annual budget, capital budget, expense reporting and purchasing. Stewarding the camp property and resources well.

#### QUALIFICATIONS:

##### EDUCATION

High school degree or equivalent experience required.  
Some college preferred.

##### EXPERIENCE

Experience in facility management and maintenance, equipment, and grounds. Spanish is helpful but not required.

Must demonstrate annually a clear background check and review of child safety practices as required for youth camp licensure by the State of Texas. Mt. Lebanon is a smoke-free, alcohol-free, and drug-free environment.

For over 75 years Mt. Lebanon has been a place, "Where People Meet Jesus." Come join our awesome team and further this mission for the generations ahead!

**Time:** Full-Time Year Round

**Salary:** Competitive Salary plus on-site housing, medical insurance, retirement, paid time off and other benefits

**Category:** Physical Operations

[www.mtlebanoncamp.com](http://www.mtlebanoncamp.com)

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