

Position Description
Pecometh Camp & Retreat Ministries

Position:

Assistant Director of Facilities

Location:

Pecometh United Methodist Camp and Retreat Ministries Inc.
401 Jack Elliott Way
Centreville, MD 21617

Job Description:

Responsible for: the proper care of the property, buildings and equipment, including preventive maintenance, repair and replacement, if necessary; the training, evaluation, and supervision of staff and volunteers to achieve the above.

Accountability:

Facilities Director

Tasks:

1. Articulate the mission, vision and values, serving as a representative of Pecometh's ministry in all instances, in both word and deed.
2. Maintain a list of routine duties and tasks which are needed for safe and efficient operation of the facilities.
3. Perform routine duties and tasks in accordance with schedule set up in agreement with the Facilities Director.
4. Work with the Facilities Director and Director of Program Ministries to be sure specific program needs are met with regard to property/equipment.
5. Coordinate work of volunteers in making repairs or improvements to facilities.
6. Assist with the scheduled upkeep and repair of equipment and facilities.
7. Assist with the supervision of the Information Technology Infrastructure including, but not limited to internet availability, network connections and telephone systems.
8. Available for emergency situations concerning the physical operation of the site or concerning guests' needs.
9. Provide 24-hour maintenance on-call coverage as as scheduled with other staff

10. Cooperate with and support the Director of Program Ministries to ensure responsibilities related to maintenance are carried out.
11. Cooperate with and support Food Service Manager on health inspections and maintenance issues.
12. Cooperate with and support the Challenge Course Manager for maintenance needs, safety, element adjustments, new construction and other needs as arise.
13. Cooperate with and support the Director of Retreat Ministries with guest group requirements and needs.
14. Cooperate with and support the appropriate staff person on equipment inventories and fiscal matters, i.e. invoices, shipping documents, purchases, etc.
15. Other duties as negotiated.

Salary Range:

\$37,500- \$43,500 plus benefits, housing may be available.

Please send cover letter and resume to:

Mr. Augie Lankford at Augie@pecometh.org

Applications accepted until March 6, 2025