



Organizational Information Sheet

Ghormley Meadow Christian Camp is a year-round youth camp and retreat center located in Naches, Washington.

Facts about Ghormley Meadow Christian Camp

- Founded in 1939 as a ministry of First Presbyterian Church of Yakima, WA
- Ghormley is now an independent 501(c)(3) organization affiliated with Grace of Christ Church
- Located 30 miles WEST of Yakima, WA; within 3.5 hrs of Seattle, Portland, Tri-Cities, WA
- Serves 800-1,000 campers a summer and 4,000-6,000 people a year
- Operates year-round; six year-round staff, plus 40+ staff during summer months



Who do we serve?

Over the course of the year, we serve youth and adults from a wide range of backgrounds. This includes, but is not limited to: summer campers, schools, churches (youth groups, men's retreats, women's retreats, church staff functions, etc.), businesses, family reunions, outdoor education, scrapbooking retreats, and more!

What types of programs and services do we offer?

- **Youth Camps**
 - Traditional co-ed residential camps for students entering grades 2-13 (just graduated)
 - Waterski Camp (held on the shores of nearby Rimrock Lake)
 - Outdoor adventure camps (called LEAP! Adventure Camp)
 - HS Leadership programs (SHIFT and OVERDRIVE – a three week leadership experience)
 - Fall/Winter weekend camps for Jr. High and HS students
- **Retreats**
 - Youth/Adult Groups
 - Businesses
 - Personal Retreats for those in ministry
- **Outdoor Education**
- **Family Programming**
 - Thanksgiving Day Meal (every other year)
 - Christmas Family Weekend (called Mt. Meadow Christmas)
 - Mother/Daughter Weekend

Our mission is to provide an exceptional camping experience in a beautiful mountain setting where lives are changed by Jesus.



GHORMLEY MEADOW

Ghormley Meadow Christian Camp
640 Lost Lake Road, Naches, WA 98937
(509) 672-4311 · www.ghormleymeadow.org

Facilities Director Job Description

Ghormley Meadow Christian Camp seeks a mature, Christ-like individual who is passionate about camping ministry and who is seeking a future in camp ministry, and is passionate about providing vision, direction, consistent improvement, and managerial excellence in overseeing Ghormley's site and facilities. This is a full-time salaried position that starts in the Fall of 2018 or early 2019 (depending on exact departure date of current Facilities Director).

Benefits provided with employment

- Housing provided on camp property
- Food provided when groups are in camp
- Salaried position w/ benefits package provided (insurance is not provided for family members)
- Use of camp recreational equipment when available

Minimum Requirements

- Skilled knowledge of building systems, maintenance techniques and building codes, property and utility systems
- Ability to lift 50 pounds repeatedly and work for eight hours on varied terrain
- Ability to communicate effectively in English, orally and in writing, including on telephone, and in understanding and following instructions
- Valid Washington driver's license
- Proficient in the use of a wide range of hand and power tools

Characteristics of the ideal candidate

- A strong and active faith in Jesus Christ; able to lead others spiritually and emotionally
- Relevant educational background or career experience in the skill set(s) necessary to oversee Ghormley's facility
- Previous experience in a Christian Camp setting
- Previous experience in construction trades and/or facility management and/or development positions
- Someone who feels called to camp ministry as a vocation
- Highly detailed and self-starting individual
- Must be able to routinely and efficiently manage multiple projects and deadlines, while working independently most of the time
- Must be willing to work long hours (45-55 hours/week Sept.-May, 55-65 hours/week, if necessary, Jun-Aug)
- Strong customer service skills are a MUST; must be able to quickly build and maintain relationships with staff, volunteers, contracted labor, and camp vendors
- Should be proficient in using desktop and web-based applications (computer savvy) related to communication and project management software
- A true servant's heart; someone who anticipates needs and acts without being asked
- Someone who excels under pressure and is not afraid to have the spotlight of leadership on them
- Someone who enjoys learning new things and problem solving; this role wears many "hats"

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Position Outcomes

The ideal candidate for this position is first and foremost someone with a heart for Jesus Christ, and specifically for camping ministry. This is not a job for the faint of heart! The hours are long at times, the work is hard and physical, and the task at hand in providing excellence in oversight and improvement to a 200 bed facility with dozens of buildings is not easily achieved. We are seeking a candidate who will bring a high degree of professionalism and skilled experience to the role of Facilities Director, with a constant desire to learn and grow, and with the ability to skillfully outsource important tasks that are beyond their skill or resource capability.

The ideal candidate will have a wealth of career (ideally 5-7 years or more) and educational/trade experience in the realm of facility management, maintenance, and development, and should possess a strong “handyman” ability to perform repair and improvement tasks in areas such as carpentry, electrical, plumbing, painting, vehicle maintenance, basic landscaping, maintaining recreational equipment, pest control, snow removal, sanding roads, parking lots, and trails.

Due to the age of Ghormley’s facility, strong emphasis will be placed on hiring an individual with demonstrated experience overseeing and directing construction and facility remodel projects. The ideal candidate will demonstrate a strong willingness, passion, and skill level towards not simply maintaining Ghormley’s facilities, but instead, being a key piece in the work of future development and enhancement of our facility.

Job Title:	Facilities Director	Travel Required:	Infrequent; reimbursed
Department/Group:	Facilities/Maintenance	Position Type:	Full Time Salaried
Location:	640 Lost Lake Road Naches, WA 98937	Date posted:	July 31, 2018
Salary:	Salaried FTE (Housing/Insurance provided, meals provided when served)	Posting Expires:	When position is filled
HR Contact:	Joel Whitehead – (509) 672-4311	Begin Date:	Fall 2018 or Winter 2019 (TBD)
Applications Accepted By			
ONLINE: APPLY HERE	<p>Application period begins in late July and will remain open until position fills.</p> <p>Step 1: Submit job inquiry letter and resume to: joel@ghormleymeadow.org Step 2: Apply online by following link at left</p> <p>Once application is submitted, you will be contacted with notification of whether initial Skype/In Person interview will be granted.</p>		
Job Description			



ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES

Below are the essential functions of the Facilities Director position. Please note that this is NOT intended to be a complete and exhaustive list of all possible duties, rather, a representation of likely responsibilities on a day-to-day basis throughout the year.

ROADS

- Maintain condition of roads to enable necessary access to all buildings, residences, and facilities
- Plow snow as necessary from Highway 12 turn-off into and throughout the camp
- Repair bridges, trails, and roads within camp to maintain their safety for use

BUILDINGS AND GROUNDS

- Maintain playground, campfire areas, and Meadow as required. Insure that high safety standards are achieved.
- Pest control (mosquitoes, ants, termites, bed bugs, lice, etc.)
- Repair, or oversee repair, of any electrical, structural, plumbing, septic, or irrigation problems within camp
- Prepare buildings, wells, and faucets for seasonal change (summer to winter, winter to summer, etc.)
- Oversee lawn mowing and grounds upkeep projects

WATER/SEPTIC SYSTEMS

- Maintain and monitor hydrants, wells, reservoirs, creek and spring water levels, flow, and condition
- Take monthly samples from various water sources and deliver to Yakima County Health Department for analysis. Take corrective steps indicated by analysis.
- Supervise summer opening, fall closing, and daily operations of the swimming pool
- Develop and maintain adequate Fire Safety Water System on the camp grounds
- Monitor and maintain conventional and pressurized septic equipment and systems

VEHICLES

- Monitor condition of all camp vehicles, maintain fluid levels, tire pressures, etc.
Note: When possible, repairs are done at camp, but when required, repair should be arranged to be done by an outside mechanic
- Monitor and oversee use of camp vehicles; uphold camp vehicle safety regulations
- Insure vehicles are properly licensed and insured according to government regulations
- Maintain supply of vehicle and machinery fuel on camp grounds, in accordance with budget limits

VOLUNTEERS

- Plan and oversee projects for volunteer work crews
- Communicate volunteer needs, coordinate and supervise volunteer workdays, and procure materials



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FACILITY DEVELOPMENT

- Coordinate logistical details (i.e. timelines, work crews, supplies, budget details, etc.) related to new construction and remodel projects
- Work in coordination with Camp Director to develop, strategize, and implement future facility development projects

MISCELLANEOUS

- Arrange transportation of canoes, boats, or other water-sports equipment needs to proper location in coordination with Guest Services Director or Program Coordinator
- Maintain adequate required records for all government agencies regarding specific areas of responsibilities (e.g. water samples, pool inspection records, building inspection records, etc.)

SECONDARY RESPONSIBILITIES

Below are other responsibilities which may be asked of this position, dependent on skill, need, and availability

- Assisting in programmatic offerings that Ghormley provides throughout the year (i.e. boat driving)
- Serving in other areas of camp, as needed (i.e. helping with dishes during an off-season meal)

Further details about the nature of this position will be given in individual correspondence with applicants.