



# FACILITIES ASSISTANT

## JOB DESCRIPTION

February 2026

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Assist in oversight in a Christ-honoring manner the housekeeping, grounds, and maintenance for guests. Prepare and execute maintenance, construction, and remodeling projects at Camp with an understanding that these projects are a means of enhancing the camp experience for campers, in turn bringing glory to God and making His name known. The position will be responsible for having Camp ready before, during, and after Camp is in session to ensure a quality camp experience for guests and visitors. Maintaining camp in a way which follows the “Clean Northwoods Appearance” as defined by the camp board.

## REPORTS

This position reports directly to the Facilities Manager or Operations Manager in the absence of the Facilities Manager.

## MISSIONARY MINDSET

We consider Full-time staff as missionary families serving in the ministry, not a 9 to 5 job for an employee. Therefore, family involvement, daily schedule, yearly schedule, days off, benefits, and perks are seen through the lens of missionary mindset.

## FINANCIAL SUPPORT

To keep camper fees low (2 Cor 11:9), all Full-time staff are expected to raise support for their ministries. Salary level will not depend on the amount of support coming in. However, a 75% support level must be reached before starting to serve at camp. Staff is expected to continue the fundraising effort and reach 100% support within the 1<sup>st</sup> year at Living Waters.

## RESPONSIBILITIES TO ASSIST IN:

- Technical
  - Ensure that dorms, cabins, and meeting rooms are clean and prepared for guest arrival.
  - General housekeeping; sweeping, moping, garbage, cleaning, etc.
  - Maintain safe and aesthetically pleasing grounds.
  - Proactive maintenance and repair of facilities and grounds.
  - Responsible for preparing all guest building interiors and exteriors, fixing or repairing as needed.
  - Responsible for equipment in all building interiors and exteriors. Fixing or repairing as needed.
  - Oversee maintenance and upkeep of staff housing.
  - Oversee inventory and restock all janitorial supplies.
  - Oversee maintenance of all janitorial equipment.
  - Manage staff and volunteers serving in the Facilities Department.
  - Assist in ongoing construction projects when not performing maintenance for guests.
  - Perform duties assigned by the Facilities Manager by priority.
  - Responsible for Mowing
  - Responsible for Snow Removal
  - Responsible for landscaping projects
  - Care of equipment and machinery.

- Maintenance and repairs of camp vehicles
- Care of maintenance areas so they are clean and useable for camp work
- Help with event parking and check-in sessions
- Follow Living Waters Bible Camp building guidelines.
- Drive bus for camp events.
- Available for maintenance emergencies.
- Major repairs and changes to all guest buildings.
- Maintain and repair plumbing and electrical fixtures.
- Serves with fellow Facilities staff to care for immediate needs of the whole department
- Spiritual
  - Shares the gospel in word and deed when serving guests and vendors.
  - Find discipleship opportunities to encourage the volunteers, and staff children to grow in their Christian Character, through hard work
  - Committed to studying God’s word to better equip volunteers, and staff families with God’s truth in love
- Tailored Skills
  - Responsibilities may become focused in areas as skills and knowledge are built

**Camp Design Note:** The program department builds and maintains program facilities, areas, and equipment. Program and Facilities departments work together and share some areas to assist each other.

## QUALIFICATIONS

- Spiritual:
  - Have a solid spiritual walk with Jesus Christ.
  - Exhibit an Eternal Purpose: Christ-Focused, Gospel + Creation vision, full of the spirit
  - “Awl In”: Passionate, Dedicated, Hard-working, desire to serve
  - Humble Servant: Selfless, Dependable, Biblical Servant, Servant-hearted
  - Actively involved in a local assembly or church.
  - Agreement with the camp Doctrinal Belief Statement.
  - Willing to follow the Code of Conduct
  - Meet the qualifications of a deacon according to 1 Timothy 3:8-13
- Technical Skills:
  - Strong interest and skills in maintenance
  - Ability to work in a safe manner while working with cleaners, hand tools, and power tools.
  - Knowledge of construction practices.
  - Knowledge of HVAC, plumbing, and electrical maintenance.
  - Strong mechanical interest and ability.
  - Able to possess a CDL license.
  - Able to do maintenance and repairs on vehicles
  - Adequate computer skills to perform responsibilities (email, documents, worksheets, presentations, online orders, etc.).
- Physical skills:
  - Able to lift at least 50 pounds.
  - Able to work long days when needed
  - Able to climb and crawl as work demands
- Team skills:
  - Team player.
  - Must be able to submit to authority.
  - Must be willing to accept work direction.
  - Strong conflict resolution skills.



- Ability to work with campers, staff, and volunteers as needed
- Available to work on weekends.
- Ability to have the flexibility to fill voids when needed.
- Personal skills:
  - High organizational skills.
  - Willingness and desire to be accountable.
  - Able to complete projects and tasks in a timely and efficient manner.
  - Able to work independently and follow through with tasks, commitments, and responsibilities.
  - Self-motivated.
- Leadership skills:
  - Able to manage, train, and supervise, workers and volunteers serving in the Facilities Department.
  - Discipling Leader: leader, teacher, trainer, with integrity
  - Able to lead in motivating joyful service in others
  - Ability to problem solve and implement camp driven solutions

## SERVING DISTINCTIVES

- Promote and uphold the vision, mission and Doctrinal Belief Statement of Living Waters to guests.
- Supports and recruits volunteers serving at camp as part of our service model.
- Acts in the best interest of the overall ministry of Living Waters Bible Camp.
- Maintains a positive attitude toward the position, other staff, and guests to God's glory.
- Full-time staff must have their priorities set on the ministry of Living Waters Bible Camp, the ministry of their family, and the ministry of the local church.

## TRAINING DISTINCTIVES

- A 1–2-year introductory phase of learning and adapting to camp culture.
- Coaches and trainers may include Andy Douglass, Tim Hadley, Dennis Siler, Tim Denhart, and Ivan Munguia
- Continued learning is expected through research, conference attendances, and skill building opportunities

Signed \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_