

**Silver Lake Conference Center**  
**United Church of Christ**  
**Outdoor Ministry**  
Position Description  
Site Manager

Overview

The needs of the Outdoor Ministry of Silver Lake are changing. The future viability and vitality are inherently dependent on the leadership and effectiveness of the full-time year-round staff at Silver Lake. The Site Manager is not only Manager of multiple use buildings and outbuildings (almost 50) and 65 acres of camp and waterfront property, but indeed a Minister, serving the thousands of retreatants and especially leading the summer staff in the mission of Silver Lake as the UCC church camp for youth, ‘and developing emerging leaders for the church and for the world’. The Site Manager is crucial in setting the tone and ensuring that the environment and facilities communicate the welcome, hospitality and comfort that is our mission.

Title: Site Manager

Purpose: Manage, oversee and perform the ongoing facility maintenance and grounds keeping with an eye towards repair, reusing and recycling, safety, accessibility to all, reducing environmental impact and increasing sustainability of the facilities and resources used at Silver Lake; To recruit, lead and nurture the wider volunteer community to engage in the upkeep, ownership and pride of Silver Lake Conference Center; to develop, inspire and train and nurture summer staff to “step up” to improve and implement Silver Lake’s facilities and sustainable practices; to work with the other Silver Lake staff to provide the highest level of hospitality for guests of Silver Lake, to become a leader within the Silver Lake staff community.

Accountability: The Site Manager is accountable to the Co-Directors of Silver Lake.

Responsibilities:

1. Plan, supervise and perform maintenance of Silver Lake’s facilities, systems and grounds.
2. Perform routine building, electrical, plumbing, and mechanical duties to support upkeep of Silver Lake’s buildings, vehicles, and equipment.
3. Perform ‘building readiness’ checks for user groups, empty trash as needed, etc.
4. Recruit/supervise and assist volunteer work stream and ensure project completion.
5. Perform routine grounds maintenance and care, executing the values of the Ministry: good environmental and resource stewardship, sustainability, repair, safety and eye for simple, uncluttered camp aesthetic.
6. Maintain safety/utilization local and State standards that relate to program and guest and camper groups.
7. Assist the Co-Directors in setting and implementing the annual budget that relates to upkeep, maintenance and operation of Silver Lake’s facilities, buildings and grounds.

8. Prepare capital project budgets and operating budget reports. Prepare monthly operating budget variance reports. Codes accounts payable invoices to ensure correct cost center accounting classification while managing various facilities projects.
9. Assist Co-Directors in hiring and supervising, working with the Coordinator in leading the ETF summer staff, integrating into the Silver Lake staff community life, and participating in all-conference worship, weekly staff meetings, as well as assisting with any Silver Lake-sponsored weekend/on-site activities, and supervising and directing Asst. Site Manager personnel.
10. Respond to guest group needs: i.e., answer emergency phone, walk the perimeter of the property after storms, power outages, etc. to ensure safety/ease of use by guests, etc.
11. Work with the Building and Grounds Committee of the Silver Lake Board, to keep Chair informed as to status of facilities and upkeep.
12. Other duties as assigned by Co-Directors.

#### Skills, Knowledge and Abilities

1. Possess and demonstrate a philosophy of service ministry that places a high priority and importance on hospitality, welcome, and responsiveness to guest needs.
2. Experience in maintaining property systems, building, electrical, mechanical, and plumbing.
3. Ability to multi-task and prioritize to accomplish everyday responsibilities along with special projects.
4. Experience in business bookkeeping.
5. Multiple staff supervision experience necessary.
6. Ability to successfully trouble-shoot when things don't work, commitment to repairing things well, for durability and attractiveness, and a commitment to completing tasks and work projects in a reasonable time frame.
7. Willingness and ability to work a flexible schedule that includes weekdays, weekends and evenings when groups are on site.
8. Proven experience in effectively managing others and recruiting/scheduling workers, and organizing projects into priorities, sequence and steps.
9. Willing and able to work between 40 and 55 hours per week, and from time to time working several continuous weeks between 50 and 55 hours per week, depending on groups on site (like summer program).
10. Possess and maintain clean driving record and a current driver's license.
11. Physically able to: Stand for 6 to 8 hour shifts, Work outdoors in all weather conditions, use snowplow and plow roadways and clear pathways/exits in snow, ice, etc.
12. Basic knowledge of HVAC, plumbing, septic and water systems, carpentry, reading blueprints, basic mechanics, etc. preferred.
13. Travel the trails and roads that connect the various program elements and regularly inspect the facilities of Silver Lake Conference Center grounds.
14. Able to lift 50 pounds above the waist and lift 40 pounds above their head.

15. Practical experience operating basic construction equipment, landscaping equipment, vehicles and farm machinery. Possess skills of how to care for, repair and maintain such equipment and machinery. Possess skills and knowledge of basic carpentry, grounds maintenance for the upkeep of year-round and summer buildings. Electrical and plumbing skills or experience a plus.
16. Be at least 24 years old.
17. Must live onsite in provided housing.

**Evaluations:** The Co-Directors will conduct an annual salary review and evaluation.

**Terms:** This person will be hired for an indefinite period and will be subject to termination in accordance with the Personnel Policies of Silver Lake Conference Center. This is a full-time exempt position.

**Benefits** Salary Range \$29,000 - \$36,000 based on experience. Housing and utilities except phone and cable provided. Full medical benefits and death, disability and (retirement) annuity through Board of Pensions. Two weeks of paid vacation and holidays for first 2 years, 3 weeks of vacation after 2 years, in accordance with Ct Conference Personnel policy.