

# Silver Lake Conference Center

## Position Description: Site Manager

### Overview

The future viability and vitality of Silver Lake Conference Center are inherently dependent on the leadership and effectiveness of the full-time year-round staff. The Site Manager is an integral part of the Ministry Team at Silver Lake and crucial to the goal of realizing radical hospitality, welcoming every person who comes to Silver Lake: retreat participants, campers, volunteers, camper families and vendors. In addition to experience in maintaining a variety of buildings, vehicles and systems, the Site Manager will need people skills and mentoring skills. The Site Manager is crucial in setting the tone and ensuring that the environment and facilities are safe and communicate the welcome, hospitality and comfort that are intrinsic to Silver Lake's mission.

### Title: Site Manager

### Purpose:

- 1) Work in cooperation with others to build Christian community and provide a safe, friendly, attractive environment in which participants and staff may develop a keen appreciation of nature, each other, and God.
- 2) Manage, oversee and perform the ongoing maintenance of Silver Lake's facilities, furnishings, equipment, including vehicles, and grounds keeping
- 3) Conduct all activities to minimize environmental impact, with a goal of repairing, reusing and recycling
- 4) Increasing sustainability of the facilities and resources used at Silver Lake.
- 5) Recruit, lead and nurture the wider volunteer community to engage in the upkeep of Silver Lake Conference Center.
- 6) Cultivate a sense of "ownership" in volunteers.
- 7) Train and mentor summer staff in safe and sustainable practices that meet industry standard.
- 8) Role model responsible engagement in a Christian Community.
- 9) Work as a fully engaged team member with the year-round Silver Lake staff to provide the highest level of hospitality for guests of Silver Lake Conference Center.

- 10) Implement a maintenance plan that addresses improvements and upgrades, considering depreciation and deferred maintenance.

**Accountability:**

The Site Manager is accountable to the Executive Director of Silver Lake.

**Responsibilities:**

- 1) Participate in all-conference worship, all-staff meetings, events, SNE Conference events and meetings, and Silver Lake sponsored activities and programming.
- 2) Plan, supervise, and perform inspections and maintenance of all buildings, furnishings, equipment, vehicles, and grounds. Develop and maintain maintenance records and service schedules for the same. Keep Executive Director updated.
- 3) Perform 'building readiness' checks for user groups with an eye toward radical hospitality and safety.
- 4) Recruit, empower, and assist volunteer workers. Develop relationships for the benefit and care of Silver Lake and its volunteers.
- 5) Perform all duties in accord with the values of the Silver Lake Ministry, including: Safety, good environmental and resource stewardship, maintaining a simple, attractive camp aesthetic.
- 6) Ensure that OSHA, ACA, local, state, and federal requirements are met. Cooperate with enforcement, permitting, and inspection authorities as necessary.
- 7) Assist the Executive Director in setting and implementing the annual Property Maintenance budget.
- 8) Assist Executive Director and Program Director in hiring, supervising, inspiring, and working with the Ecological Task Force (ETF) Coordinator in leading the ETF summer staff. Teach ETF staff proper maintenance and repair techniques. Inspire ETF staff to know and live the Silver Lake Ministry values.
- 9) Participate in the Director on Duty schedule during the summer camp season. Coordinate with the Executive Director to ensure site coverage at all times.
- 10) Respond to guest group needs: i.e., answer emergency phone, respond in a timely manner to maintenance

requests.

- 11) Office Administration & Reporting: Answer the phone, Manage Time Cards, Receipts, Records of repair, Improvement Plans, Site Maps, Energy Use Tracking, Regular Reporting to the Board of Directors, Budget Tracking, etc.
- 12) Other duties as assigned by the Executive Director.

### **Skills, Knowledge and Abilities**

- 1) Demonstrate a philosophy of service ministry that places a high priority on safety and hospitality.
- 2) Ability to work a flexible schedule that includes weekdays, weekends and evenings when groups are on site. 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.
  - a. Schedule varies from Summer to Retreat Season.
- 3) Proven experience in effectively managing others and recruiting/scheduling workers, for both paid contractors and volunteers.
- 4) Possess and maintain clean driving record and a current driver's license.
- 5) Physically able to stand for 6 to 8 hour shifts and work outdoors in all weather conditions. Able to lift 50 pounds above the waist and lift 40 pounds above the head.
- 6) Physically able to navigate the entire site on foot and by vehicle including trails, roads, hillside, etc. to complete all duties.
- 7) Practical experience operating basic construction equipment, landscaping equipment, and farm machinery. Possess a basic understanding of care for and repair of such equipment and machinery, with an emphasis on safety.
- 8) Be at least 23 years old.
- 9) Must be willing to live in provided onsite housing.
- 10) Willingness to learn new skills.
- 11) Ability to work in community with SLCC staff and volunteers, SNE staff, and local churches.
- 12) Develop relationships with local businesses and contractors and represent Silver Lake and our values well in the community.
- 13) Ability to plan strategically for long-term viability of the site including strategic site planning, site improvements,

- depreciation schedule, and asset management records.
- 14) Ability to understand the role of Site Management in relation to the larger ministry of Silver Lake.
  - 15) Knowledge of the following is desired:
    - Environmentally friendly practices and standards
    - Rough and finish carpentry
    - Proper painting techniques
    - Small engine maintenance and repair
    - Motor vehicle maintenance and repair
    - Grounds keeping, including knowledge and experience in chainsaw use
    - Basic plumbing and HVAC Service
    - General electric maintenance and repair

**Evaluations:**

The Executive Director will conduct evaluation.

**Terms:**

This person will be an at-will employee, hired for an indefinite period and will be subject to termination in accordance with the Personnel Policies of Silver Lake Conference Center and the Southern New England Conference, United Church of Christ. This is a full-time exempt, position. Silver Lake is an equal opportunity employer. A Background check is conducted for all Southern New England Conference staff.

Applications, Resumes, Inquires and more may be submitted to [SLCCJobs@sneucc.org](mailto:SLCCJobs@sneucc.org)

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