

Job Description – Facilities Manager

Role Title: Facilities Manager
Reports To: Camp Director
Positions Supervised: Volunteers and summer maintenance missionary team

Our Mission: Camp Livingstone is a safe and accepting environment where children, youth, and adults have the opportunity to experience God's love and to grow through the message of the Bible and the exciting adventure of camp.

Ministry Overview

One Hope Canada is considered a Religious Order under the provisions of the CRA and as such, missionary employment with One Hope Canada is seen as following God's unique invitation. Members, and those aspiring to be members, must be in agreement with standards of spiritual and personal suitability, and are therefore required to sign a Statement of Affirmation annually.

Primary Objectives

- To present the Gospel, particularly to those having the least opportunity to hear of Christ, and especially to children and youth, and to disciple believers for living and serving through His church.
- To accomplish the primary objective through camping ministry, by effectively planning programs and other activities related to Camp Livingstone.

Overview of Role

The Facility Manager is a vital member of the leadership team at our Christian camp, committed to supporting our mission by ensuring that our grounds, buildings, and equipment are maintained to the highest standards. This year-round, full-time position requires hands-on management, strategic oversight, and a servant-hearted approach. The Facility Manager will steward the camp's physical resources to create a safe, welcoming, and functional environment for campers, staff, and guests, enabling ministry and growth in a setting grounded in Christian values.

Primary Objectives

- To oversee, maintain, and improve all physical aspects of the camp property, including buildings, grounds, vehicles, and equipment, ensuring a safe, clean, and welcoming environment for all.
- To provide leadership, vision, and support for the facilities team (staff, volunteers and/or summer missionaries), embodying the camp's mission and values in all interactions and decisions.
- To ensure the camp meets or exceeds all local, provincial, and federal safety, regulatory, and environmental standards.
- To plan and execute preventative maintenance, repairs, and capital improvement projects within established budgets and timelines.
- To serve as a collaborative leader, working closely with the (Executive) Director and other team members to anticipate facility needs and support camp programming.

Job Description:

Facility Maintenance & Operations

- Conduct regular inspections of all buildings, grounds, and infrastructure.
- Develop and maintain schedules for preventative maintenance and repairs.
- Troubleshoot and resolve facility issues quickly and effectively.
- Coordinate with outside contractors, vendors, and service providers as needed.
- Ensure proper operation and maintenance of water, septic, electrical, and HVAC systems.

Grounds Care:

- Oversee landscaping, lawn care, snow removal, and care of wooded and recreational areas.
- Supervise the safe use and maintenance of powered equipment and tools.
- Manage waste disposal, compostable and recycling programs for environmental stewardship.

Team Leadership & Supervision:

- Train, supervise, and evaluate facilities staff, volunteers, and seasonal workers for the department.
- Foster a positive, Christ-centered team culture.
- Provide orientation and training for other staff on facility use, safety, and emergency procedures.

Safety & Compliance:

- Ensure compliance with all health, safety, building, and environmental regulations.
- Maintain accurate records of inspections, incidents, and maintenance work.
- Serve as the primary lead for emergency preparedness and response related to facilities (e.g., fire, weather, utility outages).

Budgeting & Resource Management:

- Develop and manage the annual facilities budget in coordination with camp leadership.
- Source, inventory, and responsibly manage all facility supplies and equipment.
- Identify cost-saving opportunities and prioritize spending to maximize stewardship of resources.

Project Planning & Execution:

- Lead or participate in the planning and execution of capital improvement projects.
- Coordinate volunteer work days and donor-sponsored facility initiatives.

Guest Services Support:

- Support the needs of campers, guest groups, and program staff by ensuring that all facilities are “guest-ready.”
- Respond promptly to urgent facility matters during camp sessions and special events.

Other Duties:

- Attend leadership/team meetings and collaborate on long-term planning.
- Model Christian character and servant leadership in all aspects of work.
- Other duties as assigned by the (Executive) Director.

Additional considerations

Work-week

During Summer Camp operations, the Facilities Manager is a full time responsibility. We require a minimum 40 hour work-week and flexibility in those hours so as to meet the needs of the workers in care. Other-season hours are more flexible depending on the activities and must be agreed upon with the Camp Director.

Workshop and tools

The Facilities Manager will be the person ultimately responsible for the workshop and the organization thereof. Tools are provided by the camp. In the eventuality that he elects to use his tools, he may reorganize it in such a way to add security to personal tools and equipment.

Residence & ministry expenses

On-site housing, hydro and Internet is provided as part of the camp salary. A mission truck is available for all ministry-related trips. Gas will be reimbursed by the camp. If it is necessary for use of a personal vehicle, mileage will be paid out at the standard camp rate per km.

This job description is not intended to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements. Other duties may be assigned.

To apply for this position, please complete the following documents and email them at jgaudreau@camplivingstone.ca:

[Application Form](#) / [Articles of Faith and Doctrine](#) / [Statement of Affirmation](#)

