



**Lutheran Camp Chrysalis**  
391 Upper Turtle Creek Road  
Kerrville, Texas 78028  
Phone (830) 257-6340



**Ebert Ranch Camp**  
30700 RR 385  
Harper, Texas 78631  
Phone (830) 864-4669



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## CROSS TRAILS MINISTRY

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Summer Camps & Retreats

### Position Description

July 2021

#### Position: Facilities Director

#### Qualifications:

1. A Christian in support of the mission of Cross Trails Ministry;
2. Knowledge and experience in building maintenance including basic repairs, carpentry, electrical and plumbing, along with willingness to learn site specifics;
3. Knowledge and experience in grounds, landscape, well water systems, septic systems and pool maintenance or willingness to learn;
4. Knowledge and experience in basic automotive and equipment maintenance or willingness to learn;
5. Strong work ethic and ability to work up to twelve weekends in non-summer months and up to six days per week in the summer as needed;
6. Good mental, emotional and physical condition, including the ability to lift up to fifty pounds on a regular basis, work outdoors and perform routine maintenance;
7. Strong organizational, interpersonal, and communication skills;
8. Desire to provide exemplary and professional hospitality to all volunteers and guests;
9. Ability to supervise others, and work alone or on a team, and show initiative;
10. Possess a good driving record and be willing to operate tractors and large vehicles as needed;
11. Willingness to live at or near Camp Chrysalis;
12. Year-round camp or facilities management experience preferred.

#### Responsibilities:

1. Take primary responsibility for ensuring the overall maintenance of the facilities, grounds, vehicles, equipment and public water systems of Camp Chrysalis and Ebert Ranch Camp.
2. Schedule or perform routine inspections and preventative upkeep at both sites.
3. Perform or delegate completion of all work orders and any emergency repairs.
4. Work with leadership staff to prioritize projects, negotiate contracts and implement major site changes.
5. Maintain accurate records and submit reports for regulatory agencies, accreditation bodies and ministry leadership.
6. Inventory, order and ensure upkeep of maintenance-related supplies.
7. Supervise year-round on-site volunteers and part-time or seasonal maintenance assistants.
8. Coordinate and lead volunteer retreats for work groups.
9. Participate in the development of the maintenance budget and maintain a record of expenses.
10. Aid other staff in the implementation of their programs and services as requested.

#### Compensation:

This is a full-time, year-round position with a salary range of \$27,000-\$37,000, depending on housing. Three bedroom, two bath housing with basic utilities is available at Camp Chrysalis, or you can live nearby. Health and retirement benefits are provided.

**To apply send a cover letter and resume to:**  
Jay Miller, Operations Director at [jay@crosstrails.org](mailto:jay@crosstrails.org)