



**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

December 2024

#### Position: Operations Director

#### Qualifications:

1. A Christian in support of the mission of Cross Trails Ministry;
2. Knowledge and experience in performing or overseeing building and grounds maintenance;
3. Knowledge and experience in performing or overseeing public water system, septic system and pool system maintenance or willingness to learn;
4. Knowledge and experience in basic automotive and equipment maintenance or willingness to learn;
5. Knowledge and experience in food service oversight or willingness to learn;
6. Knowledge and experience in housekeeping oversight or willingness to learn;
7. 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;
8. 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;
9. Strong organizational, interpersonal, and communication skills;
10. Desire to provide exemplary and professional hospitality to all volunteers and guests;
11. Ability to supervise others, and work alone or on a team, and show initiative;
12. Possess a good driving record and be willing to drive large vehicles, operate tractors and pull trailers;
13. Ability to spend an average of 2.5 days per week performing maintenance duties;
14. Year-round camp or facilities management experience preferred.

#### Responsibilities:

1. Take primary responsibility for oversight of the overall maintenance of the facilities, grounds, vehicles, equipment as well as water, septic and pool systems of Camp Chrysalis and Ebert Ranch Camp;
2. Take primary responsibility for oversight of year-round hospitality including food service and housekeeping service at both Camp Chrysalis and Ebert Ranch;
3. Take primary responsibility for supervising year-round facilities, food service and housekeeping staff.
4. Schedule or perform routine inspections and preventative building, grounds and equipment upkeep;
5. Ensure completion of all work orders and any emergency repairs;
6. Work with leadership staff to prioritize projects, negotiate contracts and implement major site changes;
7. Ensure high quality food service at both sites;
8. Ensure overall cleanliness in all guest areas at both sites;
9. Take primary responsibility for ensuring American Camp Association standard compliance at both sites;
10. Maintain records and submit reports for regulatory agencies, accreditation bodies and ministry leadership;
11. Develop the maintenance and hospitality budgets, submit payment requests and track major purchases;
12. Maintain certifications needed to oversee areas of responsibility and ensure appropriate staff training;
13. Help to coordinate and lead volunteer work groups and lead other retreat groups as requested;
14. Aid other staff in the implementation of their programs and services as requested.

#### Compensation:

Salary, Health insurance & IRA contribution  
Private 3/2 housing with most utilities paid is available

#### To apply send a cover letter and resume to:

Submit a cover letter and resume to Deanna Christensen, Executive Director at [Deanna@crosstrails.org](mailto:Deanna@crosstrails.org).