

## SITE MANAGER, ROUGH ACRES BIBLE CAMP, HOUSTON, BC

Caretaker, Rough Acres Bible Camp, Houston, BC

Position Title: Caretaker

Terms: One Year Part-Time Contract (Average 8 hours per week depending on the season)

Location: Houston, BC

We are seeking a part-time Caretaker for Rough Acres Bible Camp. We are a nondenominational camp located on Irrigation Lake, 16 km west of Houston, BC approximately 2 km off HWY 16. We provide year round activities that include week long summer camps for children, teens, adults and families. We also provide weekend retreats and facility rentals to community groups interested in utilizing our facilities. It is our mission to provide an opportunity to disciple, lead, mentor, and provide children with an opportunity to learn about the love of Jesus in a fun, interactive, safe environment. The key requirement of the role is to care for and maintain the property, which necessitates the successful candidate living on site. This is a one-year contract with potential to renew.

### **Caretaker Duties:**

- Reports to the Property Management Coordinator or, if not available, to the Board Chairperson
- 72 hour check on facilities: When not in use, maintain lodge temperature at 55 degrees F, ensure all entrances are secure, report any significant damage or equipment failures, take measures minimize damage if necessary.
- Maintain and monitor water system.
- Weekly check all cabins and outbuildings.
- Maintain developed areas, e.g. grass, shrubs, roadways, drainage etc.
- Snowplowing of main road is done by contract. Caretaker will keep all accesses to buildings, residence driveway and lodge deck clear of snow using RABC equipment. Caretaker will monitor snow loads on buildings and report dangerous loads.
- Responsible for reasonable maintenance of equipment and buildings and allocation of equipment and tools.
- Fulfills duties of registrar for camp rentals unless otherwise instructed.
- Light all pilot lights for user groups.
- Introduce rental groups to the facility when they arrive and do walk-throughs during their occupancy. After group use, shut off all pilot lights and with group representative, inspect facility for damage, report any damage.

- Responsibility for clean up after rentals will be arranged through the Rental Coordinator
- Make journal entry every 72h of caretaker activities and findings, to be submitted to the Maintenance Coordinator, monthly.
- Annual and monthly inspections of Dunalter Lake Dam performed, filed and a copy submitted to Maintenance Coordinator. Dam inspection duties may be shared with Rock Nest Bible Camp but a copy of the inspection reports must be submitted to maintenance Coordinator monthly. The Caretaker will not take on any personal liability for the dam but is acting on behalf of Rough Acres Bible Camp.
- Other such responsibilities as agreed upon by the Board of Directors and Caretaker.

**The ideal applicant for this position will possess the following qualifications:**

- Must be familiar and agree with the overall goals and purposes of Rough Acres Camp, per the society's Constitution.
- Committed follower of Jesus Christ who agrees with the statement of faith as stated in the Constitution and can affirm Rough Acres' code of conduct.
- Must maintain a high standard of public relations and general conduct, keeping that the reputation of Rough Acres Bible Camp is determined by the personnel working within the organization.
- Self-motivated to accomplish daily work tasks with minimal supervision
- Willingness to seek and receive input from colleagues
- Experience with maintenance tools and machinery
- Valid driver's licence
- Gracious and hospitable to visitors on site
- Someone who takes joy in making things more beautiful, understands the importance of our ministry and wants to support that with their skills.
- If the caretaker is married, the spouse must meet these qualifications also.

There is no financial remuneration for this position: use of the house and property is the only provision .

Interested applicants are invited to email a resume and cover letter to Andrew Dyck, Board Chairman: [andyandlornadyck@gmail.com](mailto:andyandlornadyck@gmail.com)  
Employment is conditional upon a clear police reference check.