



## ***Ministry Position Description*** **CAMPUS ASSOCIATE**

This position is a full time contract with normal office hours and expectations. Coordinator prioritizes Creative Arts for all Global Youth Ministry endeavors.

### **Qualifications We Seek:**

- Youth Ministry: Love for youth and youth ministry, some experience a plus;
- Skill sets: Skill and experience in one or more of these: Recreation, Construction, Building maintenance, Auto mechanics, IT, Tech/media, Grounds-keeping, Pool maintenance, and other aspects of campus maintenance;
- Teaching: Age at least 20 years; must be spiritually mature enough to guide younger college students and youth in teaching and discipleship in their campus/dorm life, and to hold them accountable for their progress.
- Leadership: Love for people, especially youth/college age, and ability to enlist, train and supervise them;

### **I. Maintenance & Facility Supervision**

- **Buildings:** Help with assigned maintenance and upkeep all buildings, including heat/ac, plumbing, electrical, septic system, pool, etc. Oversee winterizing of all facilities.
- **Grounds & General Upkeep:** Assist with maintenance and appearance of the campus; maintain tractors, lawn mowers, and all grounds care equipment;
- **Water/Wells:** Help with maintenance of wells and the water purification system;
- **Improvements:** Assist with facility improvements, construction, refurbishing, etc.
- **Vehicles/fleet:** Help maintain fleet and trailer use and maintenance.
- **Vendors/Product:** Oversee maintenance of vending machines on campus.

**II. Campus Management:** Assist with all phases of facility operations and staff, including guest services above and maintenance personnel.

- **Recreation:** Oversee all recreational activities on campus, including equipment maintenance and staff training, scheduling and oversight. Maintain all recreation equipment and facilities, including pond, swimming pool, weight room, stables, alpine tower, repelling/climbing walls, ropes course, trails, miniature golf, gym/student center, and maintenance of all rec equipment;
- **IT/Media:** Provide assistance with IT and media needs on campus, such as facility tech, video, audio and IT equipment, including operation and maintenance.
- **Guest Services:** Provide oversight for staff in all phases of guest care, to maintain best use of the facility and care for the clients. Guide process through inquiries, reservations & scheduling of groups, reception & hosting groups, staff scheduling for meals, recreation and other group needs, and guest check out/facility walk through and closing.
- **Housekeeping:** Assist staff as needed with assigned facilities, including cleaning, inventory of supplies, routine oversight of lights, locks, and leaks.
- **Food Services:** Assist with food service as needed.

**III. Residence Ministry:** Serve as a Campus Residence Director, and guide Interns in their character development and spiritual disciplines.

### **IV. OTHER DUTIES**

- General Campus Duties: Assist with campus upkeep and other duties as needed. All Associates serve as Minister on Duty for weekends as assigned.
- Housekeeping & Food Services: Every resident will share in these duties.