Facilities Coordinator

Helping Create Exceptional Camp Experiences Through Stewardship, Safety, and Excellence.

Beartooth Christian Camp's Mission

Beartooth Christian Camp exists to provide a mountaintop experience that leads to life-changing relationships and a lasting eternal impact. Everything we do is filtered through our Core Values:

- Christ-Centered
- Safety
- Experience
- Relationships
- Stewardship

Organizational Relationships: Reports to the Assistant Director and Supervises Seasonal Facilities Staff

Location: Fishtail, MT

Annual Salary: $30,000 - $40,000 | On-Site Housing | Utilities + Internet | Meals provided when groups on site

Position Type: Full-Time | Year-Round

Position Summary

Beartooth Christian Camp seeks a full-time Facilities Coordinator for a year-round camp in Fishtail, MT. The camp is located in the heart of the Beartooth Mountains on 220 acres and serves 5,000 campers annually. The Facilities Coordinator plays a vital role in creating a safe, welcoming, and Christ-centered environment for campers, guests, retreat groups, and seasonal staff. The position is responsible for the maintenance, care, and operational readiness of Beartooth Christian Camp's facilities, grounds, vehicles, equipment, and infrastructure. The position ensures camp facilities remain safe, clean, functional, and guest-ready while supporting the mission and ministry of the camp through excellence and servant leadership. The ideal candidate is dependable, hands-on, maintenance and mechanically minded, hardworking, adaptable, organized, and passionate about Christian camp ministry in a team environment.

Expected Schedule

The Facilities Coordinator must be available for a flexible schedule, including weekends and holidays. Scheduled shifts may fall anywhere between 6:00 a.m. and 11:00 p.m.; however, schedules will be arranged to avoid requiring an employee to close late and return for an opening shift the following morning. Due to the nature of facility emergencies, you may be required to work/be on call at odd hours of the day/night. A weekly day of rest is imperative to employee health and longevity and will be determined by your supervisor.

Qualifications

- A growing and authentic relationship with Jesus Christ
- Demonstrates leadership by interacting with all staff in an upbeat, proactive, and professional manner
- Experienced in overseeing construction and other projects and seeing them through completion
- General knowledge of tools, equipment, and repair processes
- Familiar with computer use and tools like Windows Desktop, internet usage, etc.
- Demonstrates written and verbal communication skills, strong decision-making, attention to details
- Normal indoor/outdoor environment requiring occasional lifting (up to 50 lbs.), bending, stooping, pushing, pulling, and standing for moderate periods of time

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Job Description & Key Responsibilities:

Christ-Centered Leadership & Team Coordination

- Model Christ-centered servant leadership through humility, integrity, and care for others, ensuring facilities work and operational decisions reflect the camp's mission and values.
- Build positive working relationships with staff, guests, volunteers, and contractors, fostering teamwork and clear communication across camp departments.
- Coordinate the recruitment, training, scheduling, and supervision of assigned facilities staff and volunteers in collaboration with camp leadership.
- Lead seasonal staff through mentorship, facilities orientation, and training in safe operational and maintenance practices.
- Organize and guide volunteer work teams, matching assignments to their skills and providing clear instructions and oversight.
- Keep camp leadership informed of significant facility needs, project progress, staffing concerns, and resource needs; seek direction and approval when appropriate.
- Collaborate with camp leadership to address ministry priorities, respond professionally to emergencies, and provide occasional support outside facilities responsibilities as assigned.

Facilities Maintenance & Operations

- Perform and document routine and preventive maintenance of camp buildings, grounds, vehicles, and equipment according to the BCC Facility Handbook.
- Troubleshoot maintenance issues and complete plumbing, electrical, carpentry, painting, HVAC, and general repairs within personal qualifications and authorized scope; coordinate qualified service providers when needed.
- Inspect and maintain facilities to keep them safe, functional, clean, and ready for campers, staff, and guests.
- Maintain camp roads, trails, outdoor spaces, signage, and landscaping, including seasonal maintenance and property preparation.
- Coordinate the operation, maintenance, inspections, and required documentation of camp utilities, water systems, and infrastructure, working with camp leadership, qualified service providers, and appropriate regulatory agencies.
- Coordinate facilities-related setup, teardown, and operational assistance for camps, retreats, and special events.

Safety & Stewardship

- Inspect facilities, grounds, and equipment for hazards; address unsafe conditions promptly, restrict access or use when necessary, and report unresolved concerns to camp leadership.
- Follow applicable safety procedures and regulatory requirements; coordinate assigned inspections, certifications, and related documentation.
- Operate tools, machinery, vehicles, and maintenance equipment safely, within training and authorization, using appropriate protective equipment.
- Maintain clean, organized, and secure maintenance shops and storage areas, with accurate inventories of tools, equipment, and supplies.
- Steward camp resources responsibly by minimizing waste, caring for assets, and making purchases within approved budgets and spending authority.

Grounds & Guest Experience

- Create a welcoming, excellent, and well-maintained camp environment for guests and staff
- Coordinate all snow removal, mowing, landscaping, weed control, and outdoor upkeep
- Maintain recreational spaces, gathering areas, cabins, and retreat facilities
- Improve the overall guest experience through facility improvements and attention to detail
- Respond to guest or staff facility needs in a timely and effective manner

Disclaimer:
This job description is a summary of the typical functions of the job, not a complete list. The responsibilities, tasks, and duties might differ from those outlined and other duties, as assigned, might be part of the job.