

## Facilities Staff

Cedar Campus (Facilities Team)

Position Description

Supervisor: Facilities Manager  
Supervises: Summer Work Crew, student teams, work groups  
Status: Full-Time / Exempt  
Location: Cedar Campus - Cedarville, MI

**To advance the purpose of InterVarsity and Cedar Campus, this position will** assist in the building and maintenance functions of Cedar Campus, with a primary focus on building and construction. As an employee of Cedar Campus, this person is committed to the training, equipping and growth of all guests, staff and crew of Cedar Campus.

### MAJOR RESPONSIBILITIES

#### Oversee the maintenance & repairs of camp buildings and grounds:

- Primary Responsibilities:
  - Building maintenance/repair and remodels
  - Woodshop and carpentry work
  - New construction as appropriate
  - Exterior and interior finishes
  - Furniture repair
  - Miscellaneous housing repairs
  - Oversee grounds and lawn maintenance
  - Firewood and firewood equipment
- Secondary Responsibilities:
  - Snow removal
  - Plumbing repairs
  - Electrical repairs
  - Operate construction equipment
  - Heavy trucking – ability to obtain CDL if necessary
  - Welding

#### Contribute to the effectiveness of the team:

- Participate with the team in clean up and set up after guest groups
- Support all camp departments in meeting the needs and requirements of guests
- Prepare the wood-burning sauna when needed
- Identify and resolve simple maintenance items
- Serve as backup to other team members as required

#### Lead and serve the other staff at Cedar Campus:

- Supervise workgroups, crew, stewardship teams, volunteers as needed
- Provide pastoral care and support of supervisees and summer staff
- Provide leadership for a summer staff family group as needed
- Participate in scheduled staff team activities and meetings
- Endorse and enforce appropriate safety policies and procedures
- Other miscellaneous duties as necessary to ensure a positive work/camp experience

#### Develop a funding base:

- Raise a percentage of annual salary – amount to be determined prior to being hired
- Develop and communicate with potential donors in order to raise a designated amount
- Communicate with donors a least four times per year (Cedar Campus will assist with letters and mailings)
- Comply with the Cedar Campus staff fund raising policy

**QUALIFICATIONS**

- Annually affirm InterVarsity's Statement of Agreement
- Construction and maintenance experience preferred – emphasis in residential construction / remodel
- InterVarsity background or equivalent ministry experience preferred
- Good interpersonal and communication skills
- Ability to follow directions and procedures
- Ability to work independently and as part of a team
- Flexibility to work irregular and extended hours as required

# Facilities Staff

## InterVarsity Christian Fellowship/USA

### Frame of Reference

All staff members subscribe annually to the Purpose Statement of InterVarsity:

*In response to God's love, grace and truth:*  
The purpose of InterVarsity Christian Fellowship/USA is  
to establish and advance at colleges and universities  
witnessing communities of students and faculty  
who follow Jesus as Savior and Lord:  
growing in love for God,  
God's Word,  
God's people of every ethnicity and culture  
and God's purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God's people. Within the context of InterVarsity's purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

### Values:

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

### Maturing Disciple of Jesus Christ:

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control." In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

### Team Work:

Each individual staff person is a vital member of Christ's body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. "Whatever your task, work heartily, as serving the Lord." (Colossians 3:23a)

# Cedar Campus

Cedar Campus is an InterVarsity Christian Fellowship training center that exists to enable students and graduates, families and church groups to come away, meet God, and be equipped to serve as His disciples in all walks of life.

## **Student training**

The primary purpose of Cedar Campus is to build Christ-like character and develop leadership skill in InterVarsity students so they may effectively serve as Christ's disciples on campus and in their future vocations at home or abroad (2 Tim. 2:2)

## **Natural Environment**

We acknowledge that the natural environment is a gift from God to be experienced, enjoyed and respected. Through it we also encourage growth in our relationship to God and to one another.

## **Community**

Cedar Campus is a community where we continually strive to live in consideration of one another, pray for and minister to one another. (Phil. 2:1-4)

## **Service**

With Christ as our example the staff and crew dedicate ourselves to serve in excellence and joy with the strength God gives us, to pray for one another and those we serve, and to put the needs of the people we serve before our own. (Matt 20:25-28)

## **The Body of Christ**

As a ministry arm of the church, we are available to the church for times of retreat that will strengthen families, couples, young adults, teenagers and church leadership.