



JOB DESCRIPTION

Job Title: Facilities Director

Supervisor: Executive Managing Director

Expectation: Part-time

Job Purpose:

The Wings of Hope Facilities Director oversees the ranch grounds and facilities, ensuring it is a safe, clean and welcoming place.

Key tasks include: Coordination and implementation of maintaining ranch grounds; operating and servicing equipment; coordinating facilities volunteers; and functional/safe use of buildings.

The Facilities Director position is ministerial in nature and is part of our Ranch leadership team. It is critical for any Wings of Hope Ranch staff member to agree with, sign and demonstrate our core values and Biblical principles which are outlined in our organizational Statement of Faith.

Mission Statement

To minister to children facing challenges through relationships with rescued horses.

Essential Functions and Responsibilities:

- ***Ensure Buildings are in Working Order***
- Ensure buildings are safe and functional for use and maintain a professional appearance
- Coordinate repairs and service for all buildings, equipment, etc. in a timely manner
- Address any immediate or emergency facilities concerns such as electrical or plumbing issues
- Oversee systems including fire, cctvs, hvac, plumbing, gas, septic, well, electrical and porta potty

Oversee Facilities Volunteers

- Train, coordinate and manage maintenance volunteers
- Oversee group workdays to complete tasks
- Maintain a list of jobs and duties around the property that can be completed by volunteers
- Schedule, organize and oversee regular Ranch workdays
- Develop training materials for volunteers as needed
- Assist in the development of policies and procedures related to facilities volunteers
- Participate in Ranch events as requested by Executive Managing Director

Grounds Management

- Handle any large deliveries (i.e. shavings, hay, etc.)
- Coordinate regular trash pickup and removal
- Ensure the driveway is in good working order, free of potholes, etc.
- Coordinate pasture maintenance in conjunction with the Equine Director - bush hogging, fertilizing, seed, weed and manure management
- Coordinate maintenance of fence and fence lines
- Coordinate covered arena maintenance including corral setup
- Coordinate hay delivery and storage with Equine Director.
- Address holes, divots and anything that could be unsafe on the grounds
- Ensure tool and workshop area is organized and sufficiently stocked
- Other duties as assigned

Operate and Maintain Ranch Equipment

- Coordinate maintenance and service of all ranch vehicles and equipment
- Oversee vehicle inspections are completed on time
- Train qualified staff and volunteers to utilize necessary equipment and vehicles
- Document and distribute approved drivers list
- Maintain facilities related inventory of needed supplies (tools, gas, oil, filters etc.)
- Working knowledge of the tractor and other ranch equipment
- Keep ranch vehicles/equipment secure, including keys

Other Responsibilities

- Provide a written staff report as requested by the Executive Managing Director
- Attend monthly Board of Directors Meetings or submit a written report in lieu of attending.
- Participate in the routine performance review process conducted by the Executive Managing Director
- Participate in staff meetings scheduled and conducted by the Executive Managing Director
- Comply with all relevant Wings of Hope policies and procedures

Skills and Qualifications:

- Pass a criminal background check

- Shall demonstrate high character and integrity, be capable of effective and respectful interaction across diverse theological and interpersonal perspectives, be able to exhibit humility and competence concurrently, and be a proven leader
- Shall profess a personal relationship with Christ and a faith that is evident in congregational involvement, and workplace behavior and attitude
- Maintenance experience preferred
- Experience in equestrian facility role preferred
- Able to safely operate a truck, horse trailer, tractor, RTV and ATV type vehicles preferred
- Proficient with computers including Microsoft Office and willing to learn Ranch software such as Volunteer Matters, Bloomerang.

This position is under a 90-day trial period where either party may terminate employment for any reason

NOTE: The Facilities Director is paid the set amount outlined in this document to complete the duties described herein. Any duties performed over and above these paid duties are not required by Wings of Hope Ranch and are done as a volunteer. For example, if the Facilities Director would like to volunteer in a session, help at an event, or similar activities usually covered by volunteers, these activities are by choice and not paid.

Revised via Board of Directors vote : 09/16/2024

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