**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Canyon Services Manager</th>
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<tr>
<td>DEPARTMENT:</td>
<td>Canyon Operations</td>
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<td>REPORTS TO:</td>
<td>Senior Director of Canyon Operations</td>
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<td>EFFECTIVE DATE:</td>
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<td>CLASSIFICATION:</td>
<td>Exempt</td>
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**POSITION SUMMARY:** The Canyon Services Manager is responsible for managing Foundation Camp and Quiet House guests. This role also has the responsibility for being the first responder in all areas related to safety, security, crisis management, and emergency response in the Canyon.

**PROGRAM MISSION:** Canyon Operations exists to maintain and protect Canyon facilities and operations while providing outstanding hospitality and service to the programs, staff, and guests of the H. E. Butt Foundation. At the core of the mission of Canyon Operations is to prepare a place for guests to encounter God, with limited predictable distractions contributing to a meaningful retreat experience.

**ORGANIZATIONAL VALUES:** Rooted in our Christian faith, daily work reflects the Values of Hospitality, Stewardship, Unity, and Excellence.

**ESSENTIAL FUNCTIONS:**
- Collaborate with the Senior Director of Canyon Operations to understand standards and priorities for Canyon facilities and services
- Meet with Canyon Operations Leadership Team weekly to discuss standards and update priorities
- Manage the Camp Office and greet guests that stop in
- Manage Foundation Camp and collaborate with the Foundation Camp Registrar in their work to coordinate group arrival and departure schedules with Canyon Operations
- Responsible for managing weekend Canyon Hosts
- Collaborate with Property Planning and Stewardship staff to support property stewardship goals
- Host Quiet House Guests
- Ensure Foundation and Quiet House guests leave facilities ready to be used by the next group occupying the facilities
- Responsible for Canyon Solid Waste Management
- Promote Foundation Camp mission and purpose to guests and constituents
- Provide lead role in Crisis Management, Security, and Safety on camp property
- Primary responsibility for monitoring the weather and managing the appropriate response and documentation
• Primary responsibility for operational readiness of flood alert system
• Responsible for Fire Safety
• Respond to and support the needs of other programs

QUALIFICATIONS:
• College degree preferred, or equivalent professional work experience
• Experience in camping and retreat center
• Certifications in Wilderness First Aid (or equivalent), AED, and CPR training preferred
• Must be able to manage hunting tools and requirements related to wildlife management
• Able to operate a motor vehicle
• Able to live on-site as a Canyon resident in Foundation provided housing

COMPETENCIES-Knowledge, Skills, and Abilities:
• Strong communication and presentation skills
• Strong leadership skills
• Excellent planning and organizational skills
• Ability to respond to guest needs
• Ability to balance team and individual responsibilities
• Ability to maintain professionalism

PHYSICAL REQUIREMENTS:
• Can perform physical work for 8+ hours at a time, with appropriate breaks.
• While performing the duties of this job, the employee is regularly required to talk and hear and is frequently required to use hands to finger, handle or feel; and reach with hands and arms.
• This position is active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, climbing, and ability to use of a ladder.
• Must be able to lift and move items up to 50 pounds.
• Required to maneuver with various physical requirements involved in first response and crisis management.

WORK ENVIRONMENT:
• Professional office environment as well as outside conditions on uneven terrain; and in varying weather and environmental conditions.
• Wildlife management may require compliance with hunting conditions.
• Search and Rescue as well as crisis management may require extreme variations in the work environment and therefore requires flexibility and capacity to deliver first-responder services.
• Employee may be exposed to noises and vibrations, moving mechanical parts, fumes, and/or airborne particles.
• Ability to work varying schedules based on camping program needs; and including weekends
  o On duty during peak Canyon attendance periods – Thursday through Sunday
  o On duty Mondays for post-retreat follow-up and communication of needs to Canyon Operations
The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE SIGNATURE  DATE

MANAGER SIGNATURE  DATE