



## Position Profile

### Canyon Operations Regional Director

August 2018

#### About the H. E. Butt Foundation

The history of the programs runs parallel to the history of the Butt family. Early in the twentieth century, while delivering groceries for his mother's fledgling Kerrville grocery store, a young Howard Butt, Sr., first glimpsed the sublime and expansive landscape that characterized the ranches outside of town. His imagination was piqued, and he vowed that if he were ever able, he would purchase such a place so that other children would have a chance to experience that same wonder.

By 1954, the little grocery store had grown into a thriving regional institution (the H-E-B Grocery Company). Howard and Mary Holdsworth Butt found themselves with the means to purchase the 1,900-acre Wolfe Ranch near Leakey, Texas. The desire from the beginning was to make the property a place for others. Starting with the Foundation Camps (serving underprivileged children), a program of service and hospitality steadily began to take shape along the Frio River.

Laity Lodge hosted its first retreat in June 1961, under the direction of Howard and Mary's son Howard Butt, Jr., who had only recently turned his sights from the grocery business to the work of lay ministry. While the reins of H-E-B would pass to his brother, Charles, Howard's pioneering work would equip the "laity" to rediscover the high calling, the sacredness of all work. The Laity Lodge Program would be built around intimate gatherings of laymen and pastors, men and women, at retreats combining spiritual renewal and physical rest. Over the coming decades, the vision continued to grow, and the Foundation has expanded its current program offerings in the Canyon to five operating areas: Laity Lodge, Laity Lodge Family Camp, Laity Lodge Youth Camp, Foundation Camps, and Outdoor. In recent years, under the leadership of Howard Butt, Jr.'s son-in-law, David Rogers, in close collaboration with his wife, Deborah, the Foundation resources have increased, and the organization is now broadening its program capabilities beyond the Canyon. For more information on the H. E. Butt Foundation, please visit <http://www.hebfdn.org>.

**POSITION SUMMARY:** The Director of Facilities ensures that facilities under their leadership are maintained and monitored according to the Foundation standards through the effective management of staff, resources, and processes.

**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 Foundation. At the core of the mission of Canyon Operations is to provide facilities and services that contribute to meaningful retreat experiences.

**ORGANIZATIONAL VALUES:** Daily work reflects the values of Teamwork and Unity, Quality, Stewardship, Service and Hospitality, Trust, Honesty and Truthfulness, Flexibility and Learning.



**ESSENTIAL FUNCTIONS:**

- Collaborate with other Canyon Operations Leadership in establishing and maintaining standards and setting priorities.
  - Meet with Canyon Operations Leadership weekly to discuss standards and update priorities.
- Lead, mentor, and develop assigned regional team:
  - Model and promote servant leadership, cooperative teamwork, and responsible stewardship of resources—mentor staff to adopt these practices.
  - Hold team accountable for meeting identified standards and timelines through appropriate processes.
- Communicate and teach the Foundation values, standards, and priorities to team members.
- Provide oversight and direction to team members to maintain facilities that are conducive to meaningful retreat experiences.
- Establish and maintain a schedule for preventative maintenance and deep cleaning.
- Serve as primary liaison for program leadership for addressing all facility needs in support of their programs.
- Perform administrative functions as needed.
  - Approve weekly time sheets.
  - Submit reports to Senior Director of Operations as requested.
  - Monitor and manage assigned budgets; document and submit invoices weekly
- Supports the regional team by providing backup support as needed to ensure team commitments and expectation standards are met
- Exhibits a positive and cooperative attitude when assigned cross-functional job assignments
- Embraces learning new skills and techniques to accomplish team goals.
- Supports the regional team structure by encouraging and facilitating cross-functional training
- Supports regional structure by reallocating team members and resources to assist other regions when appropriate

**QUALIFICATIONS:**

- High School diploma or equivalent work experience
- Experience managing a team
- Knowledge of Microsoft Office Suite preferred

**COMPETENCIES-Knowledge, Skills, and Abilities:**

- Teamwork: Working collaboratively with others to achieve organizational goals
- Leadership: Ability to inspire and motivate others to achieve a common goal.
- Problem-Solving: Identifying problems, diagnosing, and implementing appropriate solutions
- Service: Dedication to meeting the needs of others—both employees and guests
- Adaptability: Exhibits flexibility towards change
- Dependability: Follow instructions, respond to management direction, take responsibility for own actions, and keep commitments; ability to work alone and unsupervised
- Basic computer literacy skills



**PHYSICAL REQUIREMENTS:**

- Ability to perform physical work for up to 8 hours at a time
- While performing the duties of this job, the employee is regularly required to talk and hear
- This position is active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing during the day
- Employee must be able to lift and move items up to 25 pounds
- Ability to properly use a ladder
- Must be able to operate a motor vehicle

**WORK ENVIRONMENT:**

- Ability to work outside on uneven terrain and in varying weather and environmental conditions.
- 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, including some weekends

For more information, contact Shelley Severson at 713-303-7086 or [sseverson@hebfdn.org](mailto:sseverson@hebfdn.org).