



Job Title: Maintenance Assistant
Classification: *Exempt (Seasonal)*
Reports To: *Executive Director*
Compensation: *\$215-\$235 per week stipend plus room & board, American Red Cross certification in Standard First-Aid and Adult and Pediatric CPR & AED as components of staff training.*

Position Purpose:

To further the mission of Vanderkamp by assisting in the maintenance and repair of the kamp's buildings, grounds, equipment and other facilities consistent with established policies and procedures.

Essential Job Functions:

1. Maintain kamp grounds
 - ♦ Operate necessary grounds care equipment including riding lawn mower, walk behind lawn mower, string trimmer, etc., in safe and efficient manner.
 - ♦ Be aware and make necessary changes to hazards found on kamp grounds.
2. Assist in the repair of buildings and facilities.
 - ♦ Make minor repairs as needed under direction of Executive Directors
3. Perform janitorial and general maintenance duties
 - ♦ Sweep, vacuum and/or mop floors, wash windows and screens, put up and take down screens
 - ♦ Dispose of trash and waste. Manage recycling.
4. Performs all duties in accordance with prescribed regulatory compliance guidelines, including local, state and federal guidelines as well as American Camp Association accreditation standards.
 - ♦ Assist with emergencies on site.
 - ♦ Assist in conducting initial and end-of-season inventory
 - ♦ Store equipment for safety.

Other Job Duties:

- ♦ Participate in staff meetings.
- ♦ Special facility projects as assigned (e.g., kamp service projects).
- ♦ Contribute to the kamp community by aiding in all aspects of kamp life/operations including programming, facility, health services, and dining services as requested.
- ♦ Be a role model to kampers and staff in your attitude and behavior.
 - ♦ Follow and uphold all safety and security rules and procedures.
 - ♦ Do not take exception to the rules because you are staff (e.g., eating in living unit).
 - ♦ Set a good example to kampers and others in regard to general kamp procedures and practices including sanitation, schedule, and sportsmanship.
 - ♦ Set a good example in demonstrating care and respect for the facility, environment, and equipment by taking due care and cleaning up after oneself.
 - ♦ Demonstrate a positive attitude in the face of change or adverse circumstances (e.g., weather cancelation of desired activity).
 - ♦ Demonstrate Christian principles of love, peace, and acceptance. "Be the change you would like to see in the world."
 - ♦ Share personal faith journey with kampers in manner developmentally appropriate to their needs and abilities.

Relationships:

- ♦ Reports directly to Executive Directors.
- ♦ Works collaboratively with kampers and Counselors during service projects.
- ♦ Maintains security of facility maintenance spaces by prohibiting counselors or other unauthorized non-maintenance staff from admission, rather working collaboratively with staff to meet their needs (e.g., requests for hand tools).
- ♦ Peer relationship with counselors. Staff should limit personal communications with peers during scheduled shifts, rather waiting for an appropriate time and place (e.g., time off in the staff house).

While staff are encouraged to develop personal friendships and professional relationships, this should never detract from opportunities to interact with campers and provide adequate and appropriate supervision.

- ♦ May work with Counselors or Activity Specialists to accommodate facility maintenance needs for programming (e.g., tools or materials).

Equipment Used:

- Riding lawn mower, walk behind lawn mower, and string trimmer.
- Lawn & garden hand tools including, rakes, shovels etc.
- Rototiller and log splitter
- Does **not** operate chainsaw, or backhoe with or without supervision if under 18 years of age
- Cleaning and sanitation chemicals
- Mops, brooms, rags

Qualifications: (*Minimum Qualifications and experience*)

- ♦ Minimum 16 years of age. Graduated high school preferred
- ♦ A high school diploma or its equivalent or two years of experience in a facility and site maintenance, construction, or grounds keeping business preferred.
- ♦ Current certification in first aid and CPR is desirable.

Knowledge, Skills, and Abilities:

- ♦ Desire to work in the facility maintenance area.
- ♦ Desire and ability to work with children ages 6 (+) and adults
- ♦ Experience working with people of all abilities preferred.
- ♦ Willingness to live and work in a camp setting, working irregular hours.
- ♦ Proficiency in the safe and proper use of power equipment and tools, heavy and light machinery, and building materials.

Physical Aspects of the Position:

- ♦ Ability to lift and carry 50 pounds and occasional lifting of equipment weighing up to approximately 75 pounds may be required.
- ♦ Visual ability to identify and respond to environmental hazards.
- ♦ Physical ability to operate facility and grounds maintenance equipment according to safe recommended methods.
- ♦ Physical mobility and endurance to perform tasks while standing for long periods of time (60 minutes or more).
- ♦ Eye-hand coordination and manual dexterity to manipulate equipment
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- ♦ Ability to observe camper behavior and assess its appropriateness, ability to assess and proactively avert risk management threats, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques in accordance with camp philosophy and policies.
- ♦ Ability to observe staff behavior and assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ♦ Visual and auditory ability to identify and respond to human, environmental, and other hazards related to the activity.
 - ♦ Ability to understand and implement safety regulations and procedures
 - ♦ Ability to safely and properly use power tools and equipment
 - ♦ Ability to safely drive motorized vehicles

Willing to live in a camp setting (if required) and work irregular hours. Operate with daily exposure to the sun and heat and other environmental conditions.