

POSITION DESCRIPTION

Position Title: Maintenance Assistant

Date: February 2004

Reports To: Property Manager

General Function: The Maintenance Assistant helps the Property Manager with the general maintenance of all buildings and grounds.

Requirements: The Maintenance Assistant must be at least 18 years of age and a high school graduate. While experience or training in maintenance and the use of tools is quite helpful, what is most important is that the Maintenance Assistant be an able learner and a person of integrity who is able to serve as a positive role model to youth. To properly support the mission and values of the camp, she/he must be a person of strong personal faith, with a positive relationship with the Catholic Church.

Because each staff member lives and works closely with the members of the staff community, it is important that the Maintenance Assistant is able to collaborate with others, communicate clearly and honestly, and be willing to contribute as community needs change. The incumbent must be certified in CPR and First Aid, and must have an awareness of the need to care for the environment.

Principal Activities:

- Performs daily maintenance tasks such as vehicle safety checks and emptying of trash/recycling containers
- Performs maintenance tasks as assigned by Property Manager, including lawn mowing, painting, wood splitting, and brush chipping
- Serve as a “co-pilot” for a cabin group; sit with them at meals and attend evening activities with them
- Assist the program staff with the leading of evening activities and other all-camp activities, as needed
- Supervise daily camper free time, as needed
- Prepare Pavilion and other common areas for Sunday registration and Friday check-out
- Assist with Sunday camper registration
- As needed, temporarily supervise campers in the absence of their counselor
- After Friday camper departure, participate in the cleaning of cabins, bathrooms, and common areas
- Attend daily staff meetings
- Play with campers!!

Essential Functions:

- ◆ Ability to communicate procedures and regulations to staff and campers

- ◆ Ability, both visual and auditory, to identify safety hazards and monitor camper and staff behavior
- ◆ Ability to understand and implement behavior-management techniques
- ◆ Physical mobility and endurance to maintain constant supervision of campers
- ◆ Ability to communicate with and collaborate with staff peers and campers in providing program leadership and instruction
- ◆ Ability to understand and communicate the camp's spiritual vision
- ◆ Physical strength and endurance to lift and move items weighing 30 pounds

JobDescriptionMaintenanceAssistant