

GOOD SPIRIT BIBLE CAMP



Position: Maintenance Worker

Purpose:

Under the direction of the Camp Director, to maintain safe and efficient operation of buildings, equipment and grounds, as well as a safe, attractive and comfortable camp environment.

Remuneration:

- \$395 per week (must be 18 or Graduated high school to be eligible for remuneration)
- There will be a small deduction for room and board.

Responsibilities:

1. To be working a full-time week during May and June, with hours to be flexible during times of rental groups.
2. To maintain a continuous onsite presence while camps are in session, unless otherwise instructed by the director. To keep organized records of income & expenditures, as deemed by the Treasurer.
3. To make arrangements with the Property & Facilities board representative for any additional purchases.
4. To oversee and collect fees for the camp sites.
5. To ensure that the grounds and buildings are kept clean.
6. To do minor repairs and maintenance as necessary.
7. To be in contact with the Camp Director & Property & Facilities rep, regarding necessary jobs and any major repairs.
8. To maintain the security of the camp and its buildings/assets.
9. To remove all garbage daily.
10. Be responsible for watering of trees, flowers when necessary.
11. To be available when the camp is being used by rental groups.
12. To provide equipment or facilities as may be required by the Camp Director.
13. To be available for pick up and delivery of supplies/food as required.
14. To attend all staff meetings and chapel times unless needs arise elsewhere.
15. To inform Camp Director whenever leaving grounds.
16. To co-ordinate and supervise maintenance work projects as specified by the Board.

Working Relationships

1. Reports directly to the Camp Director.

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2. Works closely with the kitchen staff, Program Director and others regarding assistance needed in any other area.