

GOOD SPIRIT BIBLE CAMP

Staff Positions



Position: Maintenance Worker

Goal: Maintain safe and efficient operation of buildings, equipment, and grounds. Maintain and contribute towards a safe, attractive, and comfortable camp environment.

Remuneration: \$624 per week for new staff, \$656 for returning staff. Bursaries are available for postsecondary students.

Requirements:

- Minimum 18 years of age or graduated high school.
- Must fill out and send in a camp staff application with references and a Criminal Record Check.

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, and to inform the Camp Director whenever leaving grounds.
3. To provide records of income & expenditures to Administrative Assistant.
4. Plan any additional purchases with the Property & Facilities Coordinator.
5. To be available to communicate between campground campers, the Director, and the Administrative Assistant.
6. To ensure that the grounds and buildings are kept clean.
7. To do minor repairs and maintenance as necessary.
8. To be in contact with the Camp Director and Property & Facilities Coordinator regarding necessary jobs and any major repairs.
9. To maintain the security of the camp and its buildings/assets.
10. To maintain the cleanliness of the washrooms in main and campground facilities.
11. To remove all garbage daily.
12. Be responsible for cutting grass, and watering of trees/flowers when necessary.
13. To assure water softener is adequately supplied with salt and operating properly.
14. To be available for pickup and delivery of supplies/food as required.
15. To attend all staff meetings and chapel times unless needs arise elsewhere.
16. To co-ordinate and supervise maintenance work projects as specified by the Board.
17. Be prepared to help in other areas of the camp as needed.

Working Relationships:

1. Reports directly to the Camp Director.
2. Work closely with the Property & Facilities Coordinator and all Trustees.
3. Work closely with the Administrative Assistant, kitchen staff, Program Director and others regarding assistance needed in maintenance related areas.

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