

Camp Towhee

SUMMER STAFF JOB DESCRIPTION

Position: Maintenance Assistant

Reports to: Property Manager and Camp Director

JOB SUMMARY

Work in conjunction with the Property Manager and other maintenance staff to provide garbage removal, repairs and improvements to facilities and equipment, work projects (e.g. painting, staining, etc.), and any other required maintenance duties and projects. Provide cleaning services and paper supply re-stocking, when required, and assist in the laundry room when needed. Work to maintain the overall safety, cleanliness and hygiene of the camp in order to ensure the well-being of campers and staff. Work as part of the Support Staff Team and part of the overall staff team by assisting in other areas of the camp as required and when available by participating in special camp-wide theme programs, theme meals and staff socials. Maintain professional boundaries with campers at all times. Adhere to and interpret to other staff and campers the policies and procedures of Camp Towhee, and to act as a positive role model at all times.

DUTIES AND RESPONSIBILITIES

Daily Maintenance

- Restock paper products and soap in common buildings
- Sweep and mop the kitchen service area, dining hall, and loading dock area after meals
- Collect and dispose of garbage around site and in buildings before meals and throughout the day
- Assist Property Manager with camp-wide work projects and maintenance jobs (regular repairs and construction) as assigned
- Assist in Camp Program Areas by checking equipment and program areas regularly for safety and cleanliness and reporting any unsafe conditions immediately
- Follow up on repairs and maintenance required as assigned by the Property Manager or Camp Director

Supervision and Participation

- Meet regularly with the Property Manager and/or Camp Director for debriefing and supervision sessions
- Assist in the planning and implementation of special camp-wide theme days, evening programs and other camp activities
- Participate fully as part of the overall staff team by working cooperatively with all other staff
- Support and interpret to other staff and campers all camp policies
- Act as a positive role model at all times
- Assist in the overall camp program by suggesting ideas, giving leadership when required and completing all duties as assigned

Other Duties

- Perform all other related duties as assigned by the Property Manager or Camp Directors