

Volunteer Maintenance Assistant Job Description

The Camp At Findley

Job Summary: Responsible for the maintenance of camp facilities and equipment, grounds care, and environmental issues as approved by the Camp Manager. Additional duties may include camp program and housekeeping support and other duties as assigned by the Camp Leadership.

Responsible to: Camp Manager

Qualifications: Training and/or experience in maintenance required with knowledge of basic construction, heating & cooling systems, electrical systems, plumbing systems, and landscaping. Knowledge of boat and dock maintenance is a plus. Must be able to perform maintenance in various indoor & outdoor settings. Must be able to easily move through camp, effectively communicate and actively interact with staff, campers and guests. Must be able to routinely lift, carry and load equipment, furnishings, and program supplies (50-100 pounds). Must be able to climb to a height of 20 feet on a ladder or scaffold. Exposure to noise, dust, fumes, hazards and vibrations occur regularly in this position.

Responsibilities:

- Maintain safe, clean and organized conditions of camp facility and grounds
- Proper care and maintenance of tools and equipment
- Assist with lawncare, trail upkeep, forestry, and maintenance of property
- Ensure the safety and well-being of guests, campers, and staff by maintaining equipment and facilities
- Maintain any supplies and equipment needed for this role
- Adhere to New York State & Chautauqua County standards and guidelines
- Test water and submit results to DEQ on a monthly basis
- Assist with trash removal during events and as needed
- Attend to the work requests that are submitted by guests and camp staff
- Assist with emergencies in the facilities and on site

Expectations:

- Embody biblical servant leadership and Christian hospitality
- Be a mature Christian who is in good standing in his/her local church
- Maintains a personal relationship with Jesus through Bible study, worship, and devotions
- Have strong organizational skills and abilities
- Be self-motivated and manage time well
- Be an active member of the Facilities Committee and work closely with them to fulfill the vision and direction of TCAF

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by the TCAF Maintenance. This is not an exhaustive list of all the responsibilities, duties, and skills required. The TCAF Maintenance Person may be required to perform duties outside of their normal responsibilities from time to time as needed.