



## **Maintenance Assistant**

**Job Summary:** Individual possessing strong work ethic and physical ability to assist in the maintenance and upkeep of camp facilities, equipment, and grounds.

**Responsible to:** Primary: Maintenance Director; 2<sup>nd</sup>: Executive Director

### **Qualifications:**

1. Demonstrate an active and growing personal relationship with Christ.
2. Demonstrate a godly example both on and off of camp grounds.
3. Be in agreement with the sincerely held beliefs, Mission Statement, values and policies of CPBC.
4. Demonstrate a willingness to serve and strong self motivation.
5. Demonstrate a willingness to learn from "mistakes" and camp situations as they arise.
6. Possess ability to solve problems and think for one's self.
7. Preferably have completed high school.
8. Possess an interest in and willingness to learn maintenance and grounds keeping skills.
9. Be physically able to perform manual labor including standing, lifting, bending and kneeling.
10. Able to pass a background check.

### **Responsibilities:**

1. Assist maintenance manager with projects, upkeep, and maintenance of camp facilities and grounds. This may include mowing and grounds work, repairs of facilities and equipment, and working on new projects and renovations around camp.
2. Be available to help with evening maintenance needs and emergencies.
3. Take trash from back of dining hall to dumpster each evening. Keep outdoor trash and recycling bins emptied.
4. Provide leadership to highschool work crew volunteers and interns in coordination with the Maintenance Director.
5. Serve as a mentor to the maintenance intern.
6. Provide evening supervision to the work crew.
7. Attend staff meetings.
8. Respectfully abide by and enforce all camp guidelines, expectations, and standards.
9. Serve guest groups if and when needed/scheduled.
10. Solve problems as they arise, especially those in need of immediate attention/action.
11. Participate in end of the week cleaning.
12. Be available to help in any area needed. These may include, but are not limited to free time options, kitchen, canteen, cabin assistant, program, office, and cleaning.

\*Responsibilities and schedule may be subject to change in the event of job combinations, as well as summer programming needs.

\*\*All staff at Covenant Park Bible Camp serve as stewards of the Mission to create a space that demonstrates the saving work of Jesus and the call to be in relationship with Him through their individual positions. The Maintenance Assistant will mentor any ropes interns through Bible Study, Leadership Training and practical, hands-on skills training. They also may be called upon to fill the role of cabin counselor.

#### Maintenance Assistant List of Duties:

- Provide leadership to Work Crew and Maintenance Interns
  - A. Provide evening supervision. Cultivate sense of team through devo time, on the job training and bonding experiences.
- Work under the direction of the maintenance director to oversee the upkeep of camp's facilities, grounds and equipment.
  - A. Do evening trash and recycling each day from all kitchen and outdoor receptacles.
  - B. Ensure pontoon boats are in working order with gas and oil filled.
- End of week cleaning in coordination with the maintenance team.
  - A. Empty all trash and recycling.
  - B. Blow off all sidewalks and decks