

**Job Title:** Facilities Staff

**Reports to:** Facilities Coordinator for Silver Lake Camp and Retreat Center

**Department:** Outdoor Ministries

**Salary:** \$ 2000 stipend

**Housing:** Included

**Dates of Contract:** June 20-August 25, 2023

**Position Purpose:**

Work as a team to complete maintenance tasks and repairs on facilities, grounds, and vehicles to keep camp safe, sanitary and aesthetically pleasing. Provide campfire support for night activities.

**Essential Job Functions:**

1. Keep Site in safe and usable condition
  - ◆ Learn and follow safety instructions/procedures
  - ◆ Watch for areas of risk and, when possible, eliminate or reduce risk
  - ◆ Report any observed safety concerns to the Site Manager
2. Landscaping and vehicle maintenance
  - ◆ Weekly mowing, weed whacking, and groundskeeping tasks.
  - ◆ Maintaining trails and outdoor program spaces.
  - ◆ Support Garden Program as needed.
  - ◆ Weekly Vehicle routine maintenance and repairs.
3. Buildings and Facilities maintenance
  - ◆ Address Maintenance Request Forms daily.
  - ◆ Perform sustainability practices:
    - Maintain Compost Toilet
    - Assist with water and energy conservation
    - Reduce usage of fossil fuel vehicles
    - Responsible for recycling and trash disposal throughout camp.

**Other Job Duties:**

- ◆ Participate enthusiastically in all camp activities, planning and leading those as assigned.
- ◆ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- ◆ Assist in the planning of any special events.
- ◆ Other duties as assigned.

Relationships:

The Facilities Staff will work closely with each other, the Facilities Coordinator, and the Site Manager to ensure the smooth and safe operation of Silver Lake.

Equipment Used:

- ◆ Groundskeeping equipment, including, but not limited to lawnmowers, weedwhackers, chainsaws, woodworking equipment, metal working equipment, and painting equipment.
- ◆ Variety of hand tools and electric tools.
- ◆ Trucks and Cars.

Qualifications:

- ◆ Age 17 or older
- ◆ First Aid/CPR certification, or ability to obtain
- ◆ Experience in maintenance or groundskeeping or an interest to learn

Physical Aspects of the Job:

- ◆ Ability to work for long periods of time without sitting.
- ◆ Ability to work outside in variable weather conditions.
- ◆ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ◆ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ◆ Ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.