

**BRETHREN WOODS CAMP AND RETREAT CENTER
JOB DESCRIPTION**

TITLE: Maintenance Assistant

RESPONSIBLE TO: Maintenance Director, Director

PURPOSE: To assist the Maintenance Director in maintaining the camp facilities, grounds, and equipment.

QUALIFICATIONS:

1. Committed Christian with a willingness to accept the teachings of the Church of the Brethren.
2. Exhibit a spirit of cooperation and commitment to a team relationship with other staff.
3. Personable style and skills in relating to staff, guests, and campers.
4. Willingness to learn new skills.
5. Be self-motivated and thorough. Takes pride in his/her work.
6. Able to supervise others in maintenance tasks.
7. Attendance at one or more pre-camp training events.
8. Acceptance of Maintenance Assistant's responsibilities.

RESPONSIBILITIES:

1. Maintain grounds, facilities, and equipment in a manner that will keep all improvements in a condition reflecting good management and care.
2. Clean and sanitize Retreat Center bathrooms daily.
3. Assist with cleaning and sanitizing bathhouse and poolhouse, as needed.
4. Help to keep staff housing and staff lounge clean daily.
5. Remove trash and refuse from buildings daily.
6. Maintain order in the Recycling Center.
7. Maintain camp workshop, tools, and equipment in good condition.
8. Complete weekly grass mowing and weed control.
9. Perform other assignments as assigned by the Maintenance Director.
10. Assist groups in completing service projects.
11. Help to plan and implement all-camp activities.
12. Participate in a weekly evaluation with the Maintenance Director, Assistant Program Director and/or Program Director.
13. Know the contents of the Staff Manual and abide by all camp policies and procedures.
14. Enforce camp policies, procedures, and health and safety regulations.
15. Assist in other areas of camp operation as needed.