

NaCoMe Camp & Retreat Center

Job Description



Position: Maintenance Assistant

Supervisor: Maintenance Director

Summary of Position: The Maintenance Assistant serves as a member of Summer Staff at NaCoMe. They are directly responsible for the grounds maintenance. You may also be asked as a part of the summer staff team to assist with facilitating High ropes activities, or Lifeguard. You will not be asked to spend 24/7 with campers, but may be asked to step in, in case of an emergency. Your main duties will be to provide a positive experience for the campers by keeping the grounds looking nice. This position will typically work from breakfast till dinner. But in staff shortages, you may be asked to help out after dinner, however you are never excluded from being allowed to participate and be involved.

Qualifications:

- A commitment to Christian principles and NaCoMe's mission and vision as a ministry of the PCUSA.
- Must be at least 18 years old.
- Certifications in First Aid, CPR, Lifeguarding and High Ropes required (provided by NaCoMe).
- Comfortable working around children.
- Capable of traversing the multi-terrain campground.
- Willing to learn multiple program areas and be adaptable to changes.
- Must be comfortable with being a team player.
- Preferred: Previous maintenance, lifeguard, ropes course, and/or summer camp work experience.

Responsibilities:

- Must attend Staff Training in its entirety unless prior arrangements have been made in advance with the Maintenance Director and Summer Camp Director.
- Mandatory attendance at Ropes Course and Lifeguard Training (during Staff Training).
- Use a weed eater for up to 2 hours at a time.
- Work out in the heat for long periods of time.
- Operation and inspection of the zero turn mower.
- Assist the Maintenance team on projects, including, but not limited to, rebuilds, repairs, and new construction.
- Assist with camp programming and other camp-wide activities as needed.
- Help maintain clean activity areas; assist with clean up and set up on the last days of camp each week.
- Work as a team with all NaCoMe staff and promote a community based around Christian principles, integrity, and hard work.
- All other duties as assigned.