

Maintenance Specialist Job Description

The Maintenance Specialist supports the ministry of camp with a servant heart through joyful service. They are an important part of the backbone of camp. They work closely with the year-round maintenance staff. The Maintenance Specialist reports to the Maintenance Director, Executive Director, and Assistant Director.

Responsibilities

1. Assist and support Maintenance Director and Maintenance Assistant
2. Assist in ground keeping
3. Assist in cleaning camp
4. Assist the year-round maintenance staff with special projects
5. Assist with check-in and check-out.
6. Engage in supporting FGLs and programming as a general support staff member
7. Practice and enforce all camp safety regulations and emergency procedures.
8. Abide by all camp policies and covenant agreement.
9. Responsible for the health and well being of self and campers.
10. Perform all other duties and roles assigned by the Director and Assistant Director.

Specific Duties

1. Assist and support Maintenance Director and Maintenance Assistant
 - Receive assignments from year-round maintenance team
 - Learn from year-round maintenance team
 - Be prompt, be organized, be responsive, and be flexible
 - Have a good attitude and willingness to serve
 - Bring maintenance issues to the attention of the year-round maintenance staff and offer to assist
2. Assist in ground keeping
 - Assist in cutting grass
 - Remove weeds from garden planter beds
 - Engage in trail maintenance. Ensure trails are clear, but not overly developed or cut back too far. Preserve nature.
 - Clear common areas of loose trash (campfire circle, waterfront, driving circle parking lot behind Laurel Lodge, Pavilion, Front Porch, Front Steps, Field, Field Pavilion, chapel in the woods, Meadow chapel, Adventure Base and Thrushwood Lodge area, Infirmary / Redbud Lodge area, etc.)
3. Assist in cleaning camp
 - This is a spiritual practice of maintaining this “holy dirt.” It is a practice of stewardship and maintaining the *tabernacle* of camp for God’s glory.
 - Assist in cleaning dining hall and dining hall bathrooms before and after each meal shift
 - Assist in cleaning both bath houses daily
 - Assist in cleaning field bath rooms daily
 - Assist in cleaning common areas (Pavilion, Front Steps, Front Porch, Little Lodge, Thrushwood bath house, etc.)
 - Assist day camp team in daily cleaning Laurel Lodge after day camp check out
 - Assist the kitchen team in cleaning the kitchen and cleaning dishes as needed
 - Assist in taking out trash and moving trash and recyclables to the dumpsters
 - Assist in deep cleaning camp
 - Assist Nurses of the Week in cleaning the infirmary
 - Be prepared to assist in washing and drying soiled clothes or bedding from campers wetting the bed or getting sick
4. Assist the year-round maintenance staff with special projects
 - Set up of camp in May and June
 - Tear down of camp in August
 - Work on utility lines or utility systems
 - Repair work
 - Small building projects
5. Assist with check-in and check-out.
 - Assist in whatever role is needed during setup and cleanup. Arrive by 1 PM on Sundays.
 - Assist with Opening Day Check In and Closing Day Check Out

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- Assist with Mini Camp Mid-Week Closing Day Check Out and with Mini Camp Mid-Week Opening Day Check In
 - Assist daily with Day Camp morning Check In and afternoon Check Out
6. Engage in supporting FGLs and programming as a general support staff member
 - Lead assigned interest groups
 - Give breaks to Family Group Leaders (camp counselors)
 - Support FGLs
 - Engage with and have fun with campers in camp activities
 - Serve meals in the serving line
 - Participate in nightly chores with other Support Staff
 - Be present for and actively engage in and support all all-camp activities (campfires, candlelight, song & smore, morning watch, meal times, Word of the Day, Announcements, Talent Show, etc.)
 7. Practice and enforce all camp safety regulations and emergency procedures.
 - Maintain group/staff control at specialized group activities so that other support staff can focus on safety.
 - Refer to staff manual to be sure all safety regulations and emergency procedures are being followed.
 8. Abide by all camp policies and covenant agreement.
 - Camp policies are sent out prior to staff training and discussed in detail during staff training. All staff and volunteers are to abide by these policies.
 - The covenant agreement is a signed agreement stating your willingness to adhere to Camp Tekoa's policies.
 9. Responsible for health and well-being of self and campers.
 - You are responsible for meeting your own personal health and hygiene needs, including, taking prescribed medications. You are also responsible for communicating with the Director or Assistant Director when they need breaks.
 - When working with family groups, help escort campers to the nurse to treat injuries/illnesses outside of your level of care or training.
 10. Perform all other duties and roles assigned by the Director or Assistant Director.
 - Things come up. Be flexible!