

## Ministry Description

### Maintenance Coordinator



**Responsible to:** Managing Director

**Direct Report:** Managing Director

#### Objective:

- The Maintenance Coordinator will serve mostly in an operations capacity in order to ensure the safety of guests and care of the camp.
- They will be primarily responsible for the overall care of camp facilities, equipment, and grounds as well as being an organizational and spiritual leader to a team of staff and volunteers under their care.

#### Prerequisites:

- Exhibit a living, active, and growing faith in Jesus Christ
- Be at least 18 years of age during the year of application
- Be physically fit, have good motor skills, and able to lift, bend, climb etc.
- Exhibit capacity for leadership and adaptability
- Be able to work by themselves and with a team in fulfilling the outline
- Be honest, responsible, industrious, and willing to follow directions
- Hold a minimum Standard First Aid Certificate
- Hold a WHMIS Certificate
- Attend all applicable staff training events

#### Outline

- Give direction to, supervise, and aid the staff and volunteers in their care
- Provide general sanitation and maintenance services
- Participate in all required staff activities, giving leadership as necessary
- Give supervision to the Lodge Coordinator as required
- Tasks may include, though are not limited to:
  - Cleaning of buildings and bathrooms
  - Doing dishes and cleaning dishpit
  - Setting up of equipment (including waterfront equipment)
  - General carpentry, plumbing, electrical
  - Painting / staining
  - Sanitation of buildings and doing dishes
  - Mowing and whippersnipping
  - Emptying garbage, recycling, and compost receptacles
  - Being responsible for cleaning and maintain the shop
- Consistently take time for personal prayer and Scripture reading