



Pathfinder Lodge Camp Vick

Vick and Pathfinder Camp and Conference Ministries
PO Box 559
Manlius, NY 13104

JOB DESCRIPTION

Position: Maintenance Assistant
Reports To: Facilities Manager
Classification: Seasonal

Job Summary

The Maintenance Assistant will assist the Facilities Manager in making repairs and maintaining the camp property, including buildings, grounds, operation systems, and appliances.

Essential Duties and Responsibilities:

- Assist Facilities Manager in making all camp repairs.
- Assist with keeping all camp facilities neat, clean, and supplied.
- Follow established procedures, routines, and practices for the on-site camp operations.
- Communicate issues and needed repairs to the Facilities Manager.
- Participate in camp activities to the extent necessary for proper awareness and supervisory functioning.
- Work to keep the camp facility within the standards and codes of the NYS Department of Health.
- Assist in preventing accidents by completing daily visual inspections, checking for potential hazards, and reporting to the Facilities Manager.
- Assist with keeping the grounds, including mowing, weed-eating, debris-clearing, etc.
- Assist in maintaining an inventory of all supplies and equipment.
- Comply with all health-related protocols and procedures as applicable.

Expectations:

- Follow and ensure adherence to VPCCM policies and procedures.
- Support VPCCM's mission of helping each camper take the next step on their spiritual journey with God.
- Live a life that emulates Christ, verbally and behaviorally while on and off site.
- Treat the entirety of the camp community with dignity and respect.
- Attend all scheduled staff meetings and training when required.
- Must be able to work weekdays, weekends, and holidays as needed.
- Perform other assignments/duties as directed.

Special Considerations:

- Occasionally, staffing needs or strategic initiatives require that position descriptions are modified as needed.
- Housing and board are provided for the duration of the camping season, including staff training weeks.
- The individual is familiar with the employee handbook and agrees to its terms and conditions.
- The individual shall represent the mission or teachings of VPCCM.
- The individual shall keep the Program Director informed of all critical issues relating to his/her areas of responsibility.

Qualifications:

- A. At least 18 years of age.
- B. Camp experience preferred, but not required.
- C. Experience in general maintenance and repair.
- D. Able to follow directions and work without
- E. Must have a valid NYS driver's license.
- F. Ability to maintain the mission and vision of VPCCM.
- G. Ability to maintain a character that demonstrates the values and teachings of a Christian ministry.
- H. Demonstrate the ability to relate positively and energetically with staff and campers.
- I. Have the ability to work with people of all ages.
- J. Must have the ability to maintain a non-judgmental attitude in working with customers, clients, campers, and staff.
- K. Thrive in a team-oriented environment; be a team player.
- L. Ability to work in a fast-paced environment and maintain poise under pressure.
- M. Ability to speak, write and understand English in a manner sufficient for effective communication with staff and administration.
- N. Must live on-site during the camping season.

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the duties of this job. Reasonable accommodation may be made to enable individual to perform the essential functions of this job.

Physical requirements include good speech, hearing and vision ability, and excellent manual dexterity.

Lifting, pulling, and pushing of materials up to 70 pounds.

Requires bending, squatting, walking, and hiking.

Requires working in an outdoor environment.

Travel:

Limited travel is required

Working Conditions:

The work will take place outdoors, or inside camp buildings that do not have heat or air conditioning.

VPCCM Mission Statement:

To provide a safe environment in which to bring people of all ages into a vital, living relationship with Christ Jesus as Lord and Savior. We will do this by introducing people to Jesus and equipping them to grow spiritually and to minister to their world.

VPCCM Vision Statement:

Introducing people to Jesus and equipping them to grow spiritually and minister to their world.

About VPCCM:

We are first and foremost a Christian Camp and Conference Ministry. We stick to the basics of the Christian Faith, which allows us to minister across lines of theological and doctrinal differences. Our complete statement of faith can be found at <http://www.vpccministries.org/about-us/statement-of-faith/>

All employees recognize that VPCCM is a Christian Ministry and agree that they will do nothing as an employee of VPCCM to undermine its religious mission.

Your signature below indicates that you have read and understand the Job Description and agree to perform the duties as assigned.

(Employee Signature)

(Date)

(Supervisor, CEO)

(Date)