

## **THE SUSQUEHANNOCK CAMPS**

### **JOB DESCRIPTION: MAINTENANCE STAFF**

#### **MINIMUM QUALIFICATIONS:**

- Desire and ability to work indoors and outdoors, in a rural, rustic camp setting.
- Skill in various building trades preferable (i.e. electrical, plumbing, painting, construction etc.)
- Desire and ability to work outdoors, in a rural, rustic setting.
- Ability to relate to one's own peer group.
- Ability to accept supervision and guidance.
- Ability to work with others.
- Must be a good communicator and positive role model.
- Responsible, good character, integrity, and adaptability, enthusiasm, sense of humor, patience, and self-control.
- Ability to be flexible when required.
- Current CPR and first aid certifications preferred.

#### **RESPONSIBLE TO:**

Maintenance Supervisor

#### **CAMP GOALS:**

The goal of the Susquehannock Camps is to maintain a healthy and safe environment at all times for campers and other staff. We aim to give its campers a healthy, educational, happy summer of group living in the outdoors, and to aid in the development of physically and morally strong young people who will make good citizens with high ideals.

Through the program and the various aspects of camp life, Susquehannock seeks the following specific objectives:

1. To enhance self-esteem and develop courage, poise, self-confidence, self-reliance, and independence.
2. To teach the importance of each person's contribution to a group by enabling all campers to participate, no matter how skilled.
3. To teach campers to live by the rules of life through the discipline and challenges of team and individual sports, games, and outdoor living.
4. To enrich campers' lives by teaching many team and individual sports through increasing physical fitness and providing values which will carry over the rest of their lives.
5. To teach habits of neatness, cleanliness and responsibility for the "care and maintenance" of one's person and belongings.
6. To develop tolerance and respect for all other human beings and all living things.
7. To increase one's awareness of and appreciation for our natural environment; instill a desire for the conservation of it and develop a capacity to live in it.
8. To increase one's love of God and country.

## GENERAL RESPONSIBILITIES:

To maintain the grounds and facilities of camp.

## SPECIFIC RESPONSIBILITIES:

1. Assist the Maintenance Supervisor in setting up camp.
2. Complete assigned duties, and carry out responsibilities in a safe, fair, timely, supportive and positive manner.
3. Conduct daily check of camp property and equipment for safety, cleanliness, and good repair.
4. Collect trash daily from around camp.
5. Attend staff training if time permits.
6. Assist in moving materials and supplies to appropriate areas in camp as needed.
7. Be available during all time when campers are present, for emergencies.
8. Prepare any facility needing outside contract work for easy accessibility by contractors.
9. Keep and maintain fleet of vehicles in good operating condition. Repair, or supervise repair by outside service company.
10. Maintain grounds to reduce risk of danger or injury to persons using grounds and facilities. Pack away equipment not in use.
11. Maintain wells and pumps in good operating condition to meet water standards. Maintain grounds around wells and pumps.
12. Repair and/or rebuild docks as needed.
13. Inspect and make necessary repairs on all doors, screen doors, windows, floorboards, rafters, plumbing, porches, roofs, etc.
14. Inspect all buildings and paint when necessary.
15. Repair dining hall tables and picnic tables as needed.
16. Repair and adjust all small motors (i.e. mowers, blowers, cutters, etc.)
17. Repair items recommended by staff (i.e. boats, canoes etc.)
18. Maintain/clean bathroom facilities if needed.
19. Always be aware of possible hazards and risks from the area you are working in. Repair or report any problem to the Maintenance Supervisor.
20. To maintain friendly professional relationships with all personnel and campers.
21. All friendships/relationships must be kept on a platonic basis in camp. Appearances do matter.
22. Be a role model for the camp, supporting the Site-Director and staff and upholding the traditions and philosophy of The Susquehannock Camps.
23. Remember – The Camper comes first!
24. These are not the only duties to perform. Some duties may be reassigned and other duties may be assigned as required.

## ESSENTIAL FUNCTIONS:

Ability to use maintenance equipment and tools.

Ability to drive around camp.

Ability to observe what needs to be done.

Cognitive and communication abilities to plan and conduct maintenance routine.

Ability to communicate, work with and provide necessary instruction to staff.

Ability to communicate and train staff in safety regulations and emergency procedures.  
Visual and auditory ability to identify and respond to environmental and other hazards related to camp.

Physical ability to respond appropriately to situations requiring first aid.

**POST CAMP RESPONSIBILITIES:**

Duties as assigned by Maintenance Supervisor.