

## ***Adult Helper – Maintenance Job Description***

Classification: Volunteer

Reports to: Maintenance Director



### Position Purpose:

To assist the Maintenance Director in the maintenance and repair of the camp's buildings, grounds, equipment, and other facilities consistent with the mission and established policies and procedures of CedarS Camps.

### Qualifications:

Willingness to work as a member of the maintenance team while supporting CedarS' mission. A desire to work in a Christian Science environment and to be a Christian example at all times.

### Essential Job Functions:

1. Appreciate working in a Christian Science atmosphere
  - o Model excellent behavior: be a good example at all times.
  - o Let your light shine!
  - o Follow the Golden Rule.
  - o Keep the mental environment unpolluted! Conversation should be uplifting, supportive, and tasteful.
2. Assist in maintaining camp grounds
  - o Operate necessary grounds care equipment such as mower, chainsaws, etc., in a safe and efficient manner.
3. Assist in the repair of buildings and facilities.
  - o Make minor repairs as needed.
  - o Put up and take down screens and storm windows
4. Performs all duties in accordance with prescribed regulatory compliance guidelines, including local, state, and federal guidelines as well as American Camp Association accreditation standards.
  - o Assist with emergencies on physical plant and site.
  - o Store equipment for safety.
  - o Follow schedules for checking physical plant and equipment for safety, cleanliness, and good repair.

### Other Job Duties:

Assisting the Maintenance Director as needed in any program related functions. This may include setting up for special events and locating and delivering equipment.

Become a certified “mule” and light truck driver by completing the online video and quiz (**before arriving at camp**), and a behind the wheel test to demonstrate ability to navigate safely. Bring a valid current drivers license. See [www.cedarscamps.org/staff/drive](http://www.cedarscamps.org/staff/drive) for details.

#### Relationships:

Maintenance adult helpers meet together daily and will often work with others on the team. The maintenance team usually eats and spends evenings with other adults working at camp. The expectation is that all those relationships will be harmonious and communication will be respectful.

#### What to Wear

Comfortable clothing determined by scope of project

- Long pants/jeans, shorts, short sleeved shirt
- Closed toed shoe/tennis shoes

#### Equipment Used:

Lawn mowers, power tools, shovels, rakes, hoes. PPE is available when needed.

#### Physical Aspects of the Job:

- Ability, both visual and auditory, to identify safety hazards and follow appropriate safety regulations and emergency procedures.
- Ability to walk, stand, bend, and stretch.
- Ability to lift, up to approximately 50 pounds, and occasional lifting of equipment weighing up to approximately 75 pounds may be desired.
- Ability to safely and properly use power tools and equipment.
- Ability to safely drive cars, light trucks, tractors, and other motorized vehicles.
- Operate with daily exposure to sun, heat, and other environmental conditions.

## Typical daily schedule:

7:30am	Meet in office for Metaphysical sharing
8:00am	Breakfast
8:45am	Practitioner Talk
9:00am	Attend to green slips (maintenance requests) and other assigned tasks
12:15pm	Lunch
1:00pm	Resume morning tasks
2:45pm-3:45pm	Break (including optional adult swim opportunity from 2:45-3:15)
4:00pm	Attend to green slips (maintenance requests) and other assigned tasks
6:15pm	Dinner
After dinner	Free time to enjoy evening activities, rest, or prepare for tomorrow's activities

*Adult helpers will periodically have to help with dish cleanup after meals*