



Position Description

TITLE: Maintenance and Grounds Assistant

IDENTIFYING INFORMATION

Status: Seasonal (9-month) or year-round, full-time hourly position

Location: CedarS Camps, Lebanon, MO

Reports to: Property Manager and Maintenance Director

Salary: Dependent upon qualifications

Contact: Interested candidates are invited to email a cover letter and resume to Sam Wade (sam@cedarscamps.org)

PRIMARY FUNCTIONS OF POSITION

In support of the mission and goals of CedarS Camps, the Maintenance and Grounds Assistant will assist the Property Manager in the maintenance and repair of the camp's buildings, grounds, equipment, and other facilities. Primary responsibilities and activities include, but may not be limited to, the following:

- Supports the mission and Five Fundamentals of CedarS Camps (see cedarscamps.org/information/about)
- Assist the Property Manager and Maintenance Director in the maintenance and improvement of the grounds, including operation of equipment (lawn mowers, weed whackers, etc.)
- Assist the Property Manager and Maintenance Director in the maintenance and improvement of the camp's buildings, equipment, and other facilities
- Perform all duties in accordance with prescribed regulatory compliance guidelines, including local, state, and federal guidelines as well as American Camp Association accreditation standards.
- Respond to emergencies on physical plant and site
- Assist in initial and end-of-season inventory
- Store and use equipment safely
- Assist in training seasonal staff in proper and safe use of equipment
- Assist with fire safety team
- Serve as program director or mentor of the summer high school Grounds Crew Program
- Assist, as needed, in other areas of camp operations including, but not limited to, maintenance, site supervision, food service, housekeeping, camp activities, and equestrian care.

MINIMUM QUALIFICATIONS

- Age 18+
- Alignment with the mission of CedarS Camps and the values of Christian Science
- Driver license and a clean driving record
- Ability to lift 50+ pounds, work outdoors in all climates, and handle continuous rigorous physical activity
- Proficiency with a mower, weed wacker, leaf blower, and other tools
- Ability to work as a team with individuals from diverse backgrounds and to maintain positive working relationships
- First-Aid/CPR certifications (CedarS will provide this training, as needed)
- Must pass a background check
- This individual must be willing to work irregular hours (early morning hours and weekends) while camp is in session.

ADDITIONAL DESIRABLE QUALIFICATIONS

- Membership in The First Church of Christ, Scientist in Boston, MA, or willingness and interest to apply for membership within first year of employment
- Experience with youth
- IT/AV support experience
- Basic knowledge of Microsoft Office and Google Drive (word processing, spreadsheets)

BENEFITS

Housing: On-site housing available as needed

Meals: Three meals a day are provided all summer and on weekdays 1-2 months before and after the summer

Additional Benefits: 401k matching plan and health support stipend, 10 vacation days, 7 paid holidays, up to 12 comp days from 6-day summer workweek, 5 health and personal leave days