



# Camp Menesetung

**Job Description: Site Caretaker/Maintenance Staff**

**Part-Time May-June | Part-Time or Full-Time July-August Seasonal Position:**

May-June: Flexible days during working hours averaging 20 hours/week paid at \$14.00/hour, Camp accommodations provided for personal lodging if needed.

July-August: Dependent upon applicants' interest, position has the potential to become paired with another camp role during the summer for a full-time residential Sunday-Friday position. Salary dependent upon experience, Room & Board included.

## Job Purpose and Reporting Structure

The Site Caretaker will perform a wide range of indoor/outdoor maintenance and custodial duties to keep Camp Menesetung (13 buildings, 8 acres of field and forest) in prime condition for our guests, visitors, staff, and campers throughout the Spring and Summer. This position reports to the Summer Camp Director and Executive Director.

## Essential Duties and Responsibilities

Throughout:

- Become familiar with the Camp Menesetung site it's buildings, program areas, utilities, equipment and their specific intended uses: cabins, offices, bathrooms, recreation halls, dining halls, kitchens, severe weather shelter, archery range, pool, climbing wall, forest trail etc.
- Communicate regularly with the Executive Director and Property Manager (Member of the Camp Menesetung Board of Directors) to ensure that they are well informed of all maintenance and repairs, to establish specific plans for larger scale maintenance/repair needs, and to keep informed of upcoming event site requirements.
- Lead the set-up and tear-down for all Menesetung events throughout the Spring & Summer – working with assistants as needed.
- Inspect the entire site to ensure that it has been left clean and in good-repair following every camp event/session. Completing cleaning and repairs as needed, and reporting any damages to the Executive Director.
- Complete routine duties on an on-going basis: pest/wasp control, tree/trail upkeep, re-stocking supplies, keeping all cabins, kitchens, bathrooms, and equipment in good working order!
- Monitor water system and ensure that water is tested daily according to MOE safe drinking water regulations.
- Work with the Health Care Provider to address Health & Safety concerns.
- Work with the Executive Director to ensure that any site related directives or standards of the Camps regulating bodies (Ontario Camp Association, Huron Health Unit, Fire etc.) are carried out.
- Inspect all smoke detectors & fire extinguishers on a weekly basis to ensure they are in working order.

- Regularly check-in with the Summer Camp Director to receive updates on needed repairs etc.
- Improve the site and buildings by designing and building approved projects!

### **To all Fellow Staff**

- Follow camp-wide rules and enforce these rules when necessary with campers.
- Are punctual when arriving and departing from all camp activities.
- Actively volunteer to complete jobs or tasks that have not been done.
- Take care of yourself and seek support! We need you at your best, it is your responsibility to take care of yourself and seek out support from the team.
- Seek out ways in which you can support a fellow staff. If you find yourself with a free moment, think 'Do my fellow staff members need extra help supervising campers? Setting up? Cleaning up?' Etc.
- Respect your fellow staff, ensure that any issues, violence, or harassment are deescalated and reported immediately to the Director(s).
- Work together to create the best possible experience for our campers.

### **To Camp Menesetzung**

- Communicate daily and when necessary with the Summer Camp Director and Executive Director.
- Understand and follow all camp policies, protocols, and procedures outlined in the Staff Manual.
- Promptly communicate all health & safety concerns, accidents, injuries, and illnesses to the Health Care Provider.
- Ensure activities and cabin talk reflects the overall Christian atmosphere of the Camp.
- Escalate concerns regarding camper issues, staff members, bullying, violence or harassment, or any relevant concerns to the Leadership Team.
- Keep track of all supplies and informs Camp Directors of any losses, damages, or shortages.
- Work with any visiting guests and parents who have come on-site to lead programming or to a meeting, providing them with any necessary instructions, and answering all questions to the best of your ability, or seeking answers to the questions they have.
- Ensure prompt arrival at scheduled times. Giving as much notice as possible to the Directors if scheduled attendance is impossible for legitimate reasons.
- Communicate all unavailability a minimum of 2 weeks in advance.
- Conduct yourself as a professional representative of Menesetzung to all campers, parents, teachers, etc. always, including when not actively working, and on social media platforms.

Performs all other duties designated by the Summer Camp Director, Executive Director, or Property Manager.