Camp UniStar

Belonging at Camp, Cherishing the Island, Inspiring Action in the World.

Position: Maintenance Support
Reports to: Camp Director

Purpose:

The primary purpose of a maintenance support person is to make sure camp facilities are given an appropriate level of attention and that maintenance needs are addressed in a timely fashion. Like all staff members, they will contribute to a safe camp environment, create a positive experience for all campers, and support healthy relationships among staff.

Responsibilities and Duties:

The primary responsibility of the maintenance support is to keep camp grounds and facilities organized and functional. Approximately 25-50% of the maintenance support person's work time will be spent working on tasks detailed in the list below. As described in the Compensation Scale, staff in this role have "Basic Responsibilities" to support and lead activities that enrich the camper experience and contribute to camp's smooth operation. Additional duties and responsibilities not outlined below may be assigned as deemed necessary by the Camp Director.

Maintenance Log

- The maintenance support is in charge of seeing that all maintenance projects get added to the maintenance log and are addressed within a timely fashion as appropriate.
- The maintenance support is the primary go-to person for campers and staff with maintenance questions or concerns.

Organization of Work Areas

- The maintenance support is responsible for seeing that the workshop shop remains organized and clean. This task includes at least a weekly clean up which includes putting tools back in their appropriate places, removing garbage, cleaning floors, and when time permits, further organizing areas of clutter or disarray.
- The maintenance support is also responsible for keeping storage areas tidy.

Grounds Maintenance

- The maintenance support will be required to keep the outdoor spaces at camp tidy. This will require periodic walks around camp to clean up any areas of clutter or disarray, to put tools back in their respective locations, and to make note of any maintenance issues that need to be addressed.
- The maintenance support may be charged with some grounds related tasks during Saturday's clean up. This could include mowing the lawn, trimming weeds, cleaning sidewalks, or other bigger projects such as planting grass.

Routine Service of Propane, Water, and Emergency Systems

- The maintenance support will be responsible for monitoring propane levels, notifying the director when more propane needs to be ordered, and facilitating the movement of propane tanks on and off the island.

- The maintenance support will also be responsible for attending to the water softener and making sure the tank remains clean and filled to the appropriate level.
- Finally, the maintenance support will be responsible for knowing how to operate all camp generators and pumps.

Volunteer Coordination

- The maintenance support may be required to help assist volunteers with miscellaneous projects to help fill their service hours requirement. This may include directly helping them work, but more than likely will simply require the gathering of appropriate tools and careful instruction as to how best to complete the assigned task.

Generalist Duties

- To round out the remaining 50-75% of their hours each week, the maintenance support will also be expected to fulfill duties of a generalist. These include shifts in the kitchen, on the waterfront, with volunteers, or youth, and children's programs.

Qualifications

- 18 years of age or older
- Valid driver's license
- Valid Minnesota Watercraft Operator's Permit
- CPR, First Aid, Lifeguarding and AED certifications preferred
- Have lived independently for at least 8 months, or can show independent living skills
- Comfortable in a rustic setting
- Experience in supervising others, especially peers, is desirable
- Commitment to providing a positive and healthy family camping experience
- Flexible in regards to work schedule and living arrangements
- Responsible, self-motivated, hard-working, team player
- Able to communicate effectively with staff, volunteers and campers of all ages
- Able to support volunteers
- Knowledgeable about the environment
- Knowledgeable about island trails
- Experience driving boats preferred

Physical Requirements

Must be able to do the following for up to five hours at a time: standing, walking, carrying, balancing, pushing/pulling, reaching, and performing fine motor skills. Must be able to do the following for at least one-third of a shift: move/lift up to 40 pounds, reach overhead and below knees, twisting/turning, climbing (step stools, stairs, loading/unloading items), and squatting (to reach for items). Requires normal range of hearing and eyesight. Must be able to work outside daily in a variety of weather conditions.

Compensation

Commensurate with experience, includes room and board at camp, one day off weekly, additional two personal days per season. Paid sick leave is determined by the Camp Director. All staff provide their own health insurance.