



Job Description

Job Title: Maintenance Assistant
Reports To: Property Manager and Executive Director
Position Status: Seasonal

POSITION SUMMARY:

The Maintenance Assistant supports the upkeep, functionality, and appearance of Camp Timbers' facilities, grounds, and equipment. Working under the direction of the Property Manager, the Maintenance Assistant completes routine maintenance and groundskeeping tasks, assists maintenance staff with facility projects and repairs, and helps lead service projects involving campers and staff. The Maintenance Assistant is expected to work independently within their training and assigned responsibilities while recognizing when a task requires additional guidance, specialized knowledge, or qualified personnel. The Maintenance Assistant serves as a positive role model for campers and staff and contributes to a safe, welcoming, and well-maintained camp environment.

ESSENTIAL FUNCTIONS:

- Assist with the general upkeep of camp grounds and facilities as scheduled, including:
- Lawn care, including mowing, trimming, raking, and related tasks.
- Landscaping and general grounds maintenance.
- Maintaining and improving camp roadways, drainage, and grading as assigned.
- Maintaining outdoor spaces, trails, activity areas, and other camp property.
- Assist with routine facility improvements and repairs, including painting, staining, minor carpentry, plumbing, electrical, and other projects within the employee's training, skill level, and assigned responsibilities.
- Assist with the repair, replacement, installation, and upkeep of camp equipment, furnishings, fixtures, and other property.
- Conduct or assist with daily camp-wide inspections to identify facility, grounds, equipment, or safety concerns and promptly communicate concerns to the Property Manager or Program Director.
- Maintain tools, equipment, work areas, vehicles, and maintenance storage spaces in a safe, clean, and organized condition.
- Assist with maintenance-related service projects involving campers and staff, providing appropriate instruction, supervision, and modeling of safe work practices.
- Uphold high standards of appearance, organization, safety, and attention to detail throughout camp, with particular attention to grounds, landscaping, roadways, facilities, and high-use areas.
- Promptly report needed repairs, damaged equipment, unsafe conditions, and other maintenance concerns to the Property Manager.
- Document and promptly report accidents, injuries, property damage, unsafe conditions, and unusual incidents to the Property Manager and/or Program Director in accordance with camp procedures.
- Models an attitude of concern, compassion, acceptance, integrity, responsibility, and character worthy of emulation by campers and staff.
- Assist with other maintenance, grounds, and operational duties as assigned by the Property Manager, Program Director, or Executive Director to support a safe and effective camp experience.

QUALIFICATIONS:

- Experience working with carpentry, plumbing, painting, and/or electrical tools.
- Experience with grounds-keeping and landscaping and a desire to perform related duties.
- Ability to work independently while recognizing when to ask questions or seek additional direction.
- Ability to acknowledge uncertainty and ask questions rather than attempting work beyond their training or experience.
- Ability to work effectively with diverse groups of campers and staff in an active, outdoor residential camp environment.
- Strong attention to detail and commitment to cleanliness, organization, safety, and quality workmanship.
- Ability to follow written and verbal instructions, schedules, safety procedures, and established maintenance practices.
- CPR & First Aid certified
- Minimum of 16 years of age.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and mental endurance required to maintain constant supervision of campers.
- Physical ability to lift up to 50lbs.
- Work is performed in a fast-paced outdoor and office environment. Ability to communicate both orally and in writing is essential for this position. Visual acuity is required for reading computer screens and/or documents and making changes as necessary/required. Job requires high levels of alertness and concentration. Walking is frequent. Repetitive stooping and bending with frequent lifting of light to heavy objects is required. The ability to sit for long periods of time is required as well as, the ability to manipulate keyboards, telephone keypads, and writing and kitchen utensils. While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions, outside weather elements, and extreme heat.

I have reviewed and understand this job description and I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of YMCA Camp Timbers. I acknowledge that this job description is not to be construed as an express or implied contract of employment and does not alter my status as an employee at will.

SIGNATURE

DATE