

# Maintenance Assistant Job Description – IOLBC

*“To know Jesus Christ and to make Christ known to all”*

**Job Title:** Maintenance Assistant

**Reports To:** IOLBC Directors (for oversight and guidance), Director of Programs (for employment), Director of Maintenance (for job assignments), and fellow staff members (for accountability).

## **Summary of Position:**

Maintenance Assistants fulfill duties assigned to them by the Director of Maintenance, primarily relating to maintaining facilities, beachfront, and lawns at camp. Maintenance Assistants also help with moving any equipment required for setup and teardown of camp events. The goal is to create a unified staff team, who are flexible and responsible to adapt to the leading of the Holy Spirit and campers’ needs and who prayerfully support each other and campers. This role is essential to the hospitality of our guests and their overall camp experience that they might “know Jesus Christ and make Christ known to all.”

## **Essential Job Requirements:**

- Attend specifically assigned sessions of staff training and full summer session (unless special arrangements are made in advance)
- Basic landscaping work may include raking, mowing, shoveling, and hauling as needed
- Assist year-round maintenance staff on construction projects
- Cleaning and organizing the maintenance shop as directed
- Equip and assist counselors and other volunteers who are helping with maintenance.
- Communicate clearly with Director of Programs, maintenance staff, and campers.
- Ensure safety for campers and other staff by following IOLBC’s Safety Policies
- Build encouraging relationships with other counselors and staff

## **Minimum Age:**

- Must be at least 18 years of old

## **Required Experience:**

- Previous construction, landscaping, or lawn care experience is preferred but not required

## **Required Skills:**

- Must be able to use basic maintenance equipment (rakes, shovels, wheelbarrows, ladders, etc.) with proper training
- Must have a driver’s license
- For vehicle operation, 21 years old is preferred but not required.

## **Other Helpful Skills:**

- Painting
- Lawn Care
- Construction
- Automotive Repair/Maintenance

### **Physical Requirements:**

- Must be able to lift 50 pounds
- Must be able to work on your feet for 8 hours (with scheduled breaks)
- Must care for themselves in order to be alert, creative, and energetic.
- Must be able to live in group housing with other staff of the same gender, with some accessibility accommodations.

### **Mental Requirements:**

- Must maintain a positive attitude at all times
- Must be willing to step outside comfort zone
- Must be willing and ready to serve in any way needed to ensure a good camp experience
- Must understand their role as a hospitality role to campers

### **Supervisory Responsibilities:**

- Maintenance Assistants will be responsible in large part for equipping the counselors and other volunteers who serve on maintenance throughout the summer. They must be ready to assign roles, provide equipment, and give direction to the volunteers and other staff to ensure safe and fun work is accomplished.

### **Working Conditions and Expectations**

Maintenance Assistants are expected to:

- Claim Jesus Christ as Lord and Savior and conduct yourself at all times as a representative of Christ and His ministry
- Dress modestly and appropriately, with care to conceal undergarments (i.e. no spaghetti-strap tank tops, no low riding pants, one-piece swimsuits, etc.).
- Remain on camp premises when at camp unless designated a free night or given permission by a program director.
- Work with all staff members to make sure camp property is cared for, effective, safe and clean.
- Refrain from pursuing new dating relationships with other staff members until after the summer.
- Abstain from sexual activity (except within marriage between husband and wife).
- Abstain from drugs, alcohol and tobacco for entire summer contract period.
- Teach and support theology that is consistent with Ingham Okoboji Lutheran Bible Camps.
- Pray regularly for the camps, the staff, and the campers.

In addition:

- On camp premises you may only play Christian music out loud
- Only movies with a rating of PG-13 or LESS (G, PG) may be played on camp premises.
- 12 a.m. curfew Saturday through Thursday nights.
- 1 a.m. curfew on Friday nights.