



**Job Title: Maintenance Assistant**  
**Pioneer Ranch**  
**Rocky Mountain House**  
**(4-Month Position)**

**Purpose:** To assist the site manager in regular maintenance of the site and facilities. When needed they will be expected to be involved in other programming areas to help ensure all facets of camp are functioning well. Collaboration and teamwork are key to the success of the position.

**Reports to:** Ranch Site Manager

**Responsibilities:**

**Maintenance Duties:**

Assisting in the operation of the site as regards regular site maintenance including, but not limited to:

- Assist the site manager on work projects
- While on maintenance duty, complete the chore list assigned by the site manager in a safe and timely manner
- Keep work areas clean and organized
- Maintain facility grounds and structures
- Regular mowing and upkeep of grounds
- Repair of site facilities
- Regular maintenance of program equipment and site equipment
- Construction of new facilities
- Garbage Collection and removal
- Preparing the site for incoming camps/incoming groups
- Report any broken or failing equipment to the site manager

**General Duties:**

- Clean up what you use: kitchen, dish room, laundry, communal area, etc.
- As part of the team, you will be expected to keep your accommodation clean
- Participate in daily devotional/meeting times.
- Return tools or equipment you use to its proper storage place
- Ensure any equipment you use in your personal time is ready for use during the next scheduled activity



- Strive to be a "team player" recognizing that it takes many people working together in humility to accomplish a goal
- Be an active participant in leadership and skill development opportunities including learning to lead in other program areas
- Communicate with your supervisor regarding personal and professional needs and limits (time-off, concerns, illness etc.)
- Will be required to assist as directed with cleaning and sanitization procedures as directed by leading health authorities
- Be willing and able to step in serving at mealtimes and doing dishes on a rotational basis throughout the season
- Be willing and able to participate in various areas of camp site/facility area clean-up as assigned/needed on a rotational basis throughout the season
- Be willing to participate in Staff Work Days in various areas as scheduled throughout the season; may include landscaping, facility cleaning and housekeeping, lawn mowing, clearing deadfall and chopping/stocking firewood.

**NOTE:** You are expected to be involved in maintenance needs throughout June-August, however, due to the nature of camp, you may be asked to participate in other areas of camp such as out-trip packing, programming, kitchen duties, etc. as needs arise. It is expected that you will gracefully fill the position asked of you to the best of your ability

### **Requirements**

- Personal relationship with Jesus Christ and desire to grow as a follower
- Minimum High School Diploma
- Standard First Aid & CPR Training
- Police clearance via Police Reference Check
- Signed Statement of Faith Agreement & Code of Conduct Policy
- Other relevant certifications (CHA, NLS, WFA, OCC, etc.) an asset

**Length of Position:** *4 months:* May 1- August 31, 2022