

## **Ryerson United Church Camp □ Job Description – Head of Maintenance**

### **Requirements:**

1. Must be familiar and in agreement with the Mission and Purpose of Ryerson Camp.
2. Must be available for the tenure of the position (this includes necessary pre-camp training, all summer sessions, and end of summer clean-up and debrief days).
3. Must provide a Police Record Check in order to be cleared for working with vulnerable persons.
4. Minimum age 18.
5. An eye for detail as it pertains to keeping the camp clean.
6. The ability to plan and organize how to keep camp maintenance running □ efficiently.
7. Must be self-motivated and able to direct an assistant and sometimes a team.
8. Must be able to prioritize jobs by importance to overall camp program.
9. Maintenance experience an asset (e.g., janitorial, plumbing, electrical, carpentry, □ etc.)

### **Responsibilities:**

1. To be accountable to the Site Manager and the Camp Directors; and through them to the Board of Directors.
2. To keep the site and buildings clean and in working order.
3. To perform light repairs on buildings as needed.
4. To work within the Maintenance Budget as laid out by the Board of Directors.
5. To work with the Administrator in accounting for and allocating the funds within □ the maintenance budget.
6. To take part in other aspects of the program as required or appropriate.
7. To maintain personal conduct that is consistent with Christian Camping.
8. To act as a support and a resource for the other members of the staff.
9. To work alongside the assistance Maintenance person in accomplishing all of the □ above.
10. To oversee and direct the Assistant Maintenance person in their duties. □
11. To liaise with the Directors and the Leadership Development Camp leaders in planning work projects for the LDC campers. □
12. To invest yourself in the body of Christ as formed by the staff of people at Ryerson Camp while you are there.