



Camp Aldersgate, Inc.

Job Description: Part Time Maintenance Assistant

JOB SUMMARY: The purpose of the Maintenance Assistant is to support the Maintenance Department with the grounds and equipment in collaboration with the camp needs and the Maintenance Supervisor. The position requires for duties and responsibilities to observe all health and safety guidelines consistent with the American Camp Association (ACA) standards.

RESPONSIBLE TO: Maintenance Supervisor

DEPARTMENT: Maintenance

JOB DUTIES AND RESPONSIBILITIES:

- In collaboration with the Maintenance Supervisor, prioritize and complete work orders using the Maintain X application daily. Communicate status of maintenance requests to staff.
- Provide support to camp staff for special events and special projects.
- Prepare and collaborate with the Program staff regarding activity areas needs prior to planned camp events.
- Perform duties in accordance with prescribed regulatory compliance guidelines, including local, state and federal guidelines as well as ACA accreditation standards.
- Lawncare, seasonal leaf blowing and other landscape and outdoor tasks.
- Perform other duties as assigned.

EQUIPMENT USED:

- Including, but not limited to a backhoe, zero turn mower, backpack leaf blower, chainsaw, weed eater, pole saw, and tractors.

PHYSICAL ASPECTS:

- Physical strength to lift equipment and supplies (up to 50 pounds)
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more)
- Ability to safely and properly use power tools and equipment.
- Ability to safely drive cars, light trucks (minimum age 21), tractors, and other motorized vehicles.
- Must be able to endure extreme weather conditions.
- This position has potential exposure to hazardous chemicals, which may require the use of Personal Protective Equipment (PPE).
- Appropriate attire is required to perform daily tasks and endure weather conditions.

OTHER REQUIREMENTS:

- Work schedule is Monday to Friday, 7:00am to 12:00pm, twenty to twenty-five (20-25) hours per week.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Proficiency in the safe proper use of power equipment and tools.
- Must have working knowledge of proper techniques in grounds-keeping, painting, construction, carpentry, and plumbing.

- Ability to read, comprehend and follow user manuals and written instructions.
- Ability to prioritize work tasks, adjust to new tasks as needed and meet deadlines.
- Effective communication and teaming skills.
- Initiative, reliability, and self-sufficiency.
- Willingness to learn new skills, systems, and processes.
- Team player - has empathy for others and works effectively in a team environment.
- Passion, ability, and willingness to uphold and support organization's mission, vision and values.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- A valid driver's license, and a clean driving record.
- A high school diploma or equivalent
- Any or all of these requirements, with the exception of item 1, may be substituted for equivalent qualifications with approval by the Board of Director's personnel committee.

CLASSIFICATION: Part-Time, Seasonal

DISCLAIMER: This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible responsibilities, tasks, and duties. Additionally, the responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description and other duties may be assigned. Employee must be able to perform the essential functions of this position satisfactorily and, if requested, reasonable accommodation will be provided to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. Furthermore, management retains the right to change or assign other duties to this position.

Last updated: April 2025