



Angeles Crest Christian Camp **Maintenance Assistant Position**

Position Responsibility Description

The Maintenance Assistant's purpose is to help Angeles Crest fulfill its mission by assisting the Maintenance Manager in providing a safe camp environment and keeping the operational maintenance of the equipment, buildings and grounds in good order.

Skills Needed

- General maintenance repair skills

Responsibilities & Duties

- Help provide a positive attitude toward the camp staff and to camp guests
- Encourage fellow staff members and helping them in other areas of work if needed
- Keep all the rules and regulations outlined in the Employee Handbook
- Uphold the beliefs that are stated in the Angeles Crest Statement of Faith
- Assist the Maintenance Manager in providing safe and functional facilities throughout the camp
- Provide assistance to the Camp Director for the variety of tasks needed to prepare the camp for use
- Help keep the camp grounds and landscaping well maintained
- Keep the maintenance areas neat and organized
- Be available for emergency duties outside of normal work hours
- Attend weekly on-site staff meetings to ensure communication with the rest of the staff
- Spend sufficient time in developing leadership skills, knowledge and experience as pertains to the ministry of Christian Camping and facility maintenance
- Meeting regularly with the Camp Director and Maintenance Manager regarding maintenance projects and priorities
- Help to supervise volunteer work groups

Responsible To

The Maintenance Assistant reports directly to the Maintenance Manager and to the Camp Director