

CANOE ISLAND FRENCH CAMP
JOB DESCRIPTION: VOLUNTEER MAINTENANCE ASSISTANT

General Responsibilities

To assist the Island Caretaker in effective maintenance of camp facilities and grounds to create an inspiring and safe environment for campers. Job will include janitorial, repair, and construction work.

Authority/Accountability

The Maintenance Assistant will be in communication with the Island Caretaker and Executive Directors regarding the needs of the camp facility and program.

Specific Duties

1. Assist in maintaining camp cleanliness, sanitation, and waste disposal.
2. Assist with maintenance, upgrade and protection of entire facility and grounds.
3. Assist in maintenance of pool water quality monitoring program.
4. Assist in maintenance of camp vehicles and vessels.
5. Assist in maintaining/repairing/replacing program equipment, as needed.
6. Assist with general upkeep of trails and grounds.
7. Assist as needed in all aspects of Canoe Island French Camp.
8. Use personal and rest time appropriately, within guidelines established by the camp's personnel policies, staff manual, and pre-camp materials.
9. Encourage respect for personal property and camp equipment.
10. Foster a community of respect and kindness amongst fellow assistants, other staff, and campers.

Essential Functions

1. Physical ability to perform the job as outlined and to respond quickly and effectively to environmental and other hazards, per camp policies/procedures.
2. Physical ability to lift 50 pounds, using both hands.
3. Ability to use good judgment in all situations.
4. Ability to communicate effectively both orally and in writing with fellow staff, campers.
5. Ability to work with people from a variety of backgrounds.
6. Ability to accept and give supervision and guidance.
7. Ability to visually observe and assess camper behavior with regard to its appropriateness in view of safety, health (physical, mental) and its effect on others.

Minimum Qualifications

1. Should have previous experience as a CIFIC camper.
2. Ability to work productively and effectively with other staff.
3. Be at least 17 years of age
4. Have a strong work ethic
5. Have clean personal hygiene.
6. Wear appropriate clothes when working: no shorts, no open-toed shoes; no jewelry that might present a health hazard, long hair tied back.
7. Use proper hand-washing techniques
8. Ability to speak English and preferably have an understanding of basic French.