

**CANOE ISLAND FRENCH CAMP**  
**JOB DESCRIPTION: VOLUNTEER MAINTENANCE ASSISTANT**

**General Responsibilities**

To assist the camp 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.

**Authority/Accountability**

The Maintenance Assistant will be in communication with the Island Caretaker and Executive Director 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 in the kitchen once a week on kitchen staff days off.
8. Assist as needed in all aspects of Canoe Island French Camp.

**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 orally and in writing effectively 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 good work ethic
5. Have clean personal hygiene; hair tied back as necessary
6. Wear appropriate clothes when working; no shorts, no open-toed shoes; no jewelry that might present a danger or health hazard
7. Use proper hand-washing techniques
8. Ability to speak English and preferably have an understanding of basic French.