



**Job posting for:** Maintenance Assistant and Counselor

**Reports to:** Maintenance Director and Camp Director

**Status:** Seasonal, Full-time, June 17 – August 11, No programs: July 2-5, Typically Saturday and Sunday off, but schedule varies

**Location:** Camp Bovey – Residential Summer Camp in Gordon, WI

**Position Summary:**

Under the direction of the Maintenance Director, assist in the cleaning, maintenance, and repair of the camp's buildings, grounds, equipment and other facilities consistent with the mission and established policies and procedures of the camp. Under the direction of the Camp Director, assist in the primary care of campers. Responsible for planning and carrying out cabin activities and guiding campers in their personal growth and daily living skills.

**Purpose and Core Values:** The purpose of Camp Bovey is to provide fun and encouraging outdoor experiences that ignite curiosity, create connections, and grow confidence. Our core values are Caring, Sharing, Curiosity, and Connection.

**Major Challenge:**

The delivery of a safe and fun program for campers with varying degrees of knowledge, skills, and abilities.

**Major Job Responsibilities:**

1. Assist in the direction, supervision, and organization of campers in their living unit, within activities and throughout the camp in order to meet the intended camper outcomes.
  - Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement and empowerment of youth.
  - Assure campers are properly supervised at all times.
  - Be aware of and implement safety guidelines.
2. Maintain camp grounds.
  - Operate necessary grounds care equipment such as mower, tractor, chain saws, etc., in safe and efficient manner.
  - Be aware and make necessary changes to hazards found on camp grounds.
3. Assist in the repair of buildings and facilities.
  - Make minor repairs as needed
4. Perform janitorial and general maintenance duties
  - Sweep, vacuum, scrub, mop floors, wash windows and screens, put up and take down screens and storm windows – repair same.
  - Clean bathrooms, outhouses, shower house, laundry room and manage storage areas
  - Dispose of trash and waste. Manage recycling.

5. Performs all duties in accordance with prescribed regulatory compliance guidelines, including local, state and federal guidelines as well as American Camp Association accreditation standards.
  - Assist with emergencies on physical plant and site.
  - Assist in conducting initial and end-of-season inventory
  - Store equipment for safety.
  - Follow schedule for checking physical plant and equipment for safety, cleanliness and good repair.

**Other Job Duties:**

- Participate enthusiastically in all camp activities, planning and leading those as assigned.

**Relationships:**

The Maintenance Assistant is expected to maintain positive and professional relationships with all members of the staff team. The Maintenance Assistant will work closely with the Maintenance Director and the Camp Director. The Maintenance Assistant will be expected to live with, communicate regularly, plan with, and share responsibilities with a co-counselor. Regular communication is expected with the Program Director, as well as other activity leaders and youth leaders (Junior Counselors and Leaders in Training). The Maintenance Assistant is expected to create and maintain professional communication with the camp business administrator, other East Side Neighborhood Services staff, and caregivers of campers at drop-off and pick-up.

**Equipment Used:**

Cleaning supplies (may include bleach products), toilet plunger, mop, broom, vacuum, lawn mower, brush cutter, weed trimmer, shovel, ATV, drill, hammer, wasp repellent, canoe, rowboat.

**Knowledge Skills and Abilities:**

- Desire to work in the maintenance area, including routine cleaning as well as grounds care.
- Training and experience in teaching children.
- Desire and ability to work with children outdoors in varied conditions.
- Basic knowledge of tools and desire to develop skills
- Ability to work well independently and be self-driven to complete tasks
- Ability and desire to use initiative to maintain the highest quality living for campers and staff

**Physical Aspects of the Position**

- Ability to read, understand, and follow a written job list.
- Ability to communicate and work with groups participating (ages 7 and up with varying skills) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.

- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Endurance including prolonged standing, some bending, stooping, and stretching. Walking and some running on uneven or sandy surfaces.
- Requires eye-hand coordination and manual dexterity to manipulate program equipment and activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper and staff activities/programs.
- Willing to live in a camp setting and work irregular hours delivering program in the facility available.
- Operate with daily exposure to various weather conditions.

**Compensation:** \$45 daily rate, \$1,800 season total

**Application deadline:** February 18, 2019

**Apply directly online:** <https://goo.gl/forms/xvi2she72za40BW33>

**Resume and cover letter should be submitted along with the application using the above link.** If you are unable to attach your either of those documents within the application, you may send them to East Side Neighborhood Services, 1700 Second Street NE, Minneapolis, MN 55413 or by email to [campboveyHR@gmail.com](mailto:campboveyHR@gmail.com) ; or visit our website at [www.esns.org](http://www.esns.org)

## **AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER**

East Side Neighborhood Services is an Affirmative Action and Equal Opportunity Employer/Service Provider. All employees must be able to work across ethnic/racial/economic lines for effective communication, respecting and valuing the differences and strengths of each person.