



## VOLUNTEER RESPONSIBILITIES

### MAINTENANCE ASSISTANT

**RESPONSIBLE TO:** Maintenance Manager, Support Staff Team Leader

**RESPONSIBILITY:** To achieve camp goals with major responsibility to work cooperatively with maintenance manager in all areas involving maintenance, repair, and improving the property, equipment and physical facilities of the camp.

**MINIMUM QUALIFICATIONS:**

- Must have skills with maintenance and repair of equipment, property, and facilities
- Must be able to work well with others
- Must be 18 years and older
- Must agree with the Spiritual Standard and Statement of Faith

**GENERAL RESPONSIBILITIES:**

- Perform routine maintenance and repairs on all buildings, facility, property, and equipment according to priorities and methods agreed upon with the team leader
- Perform or arrange for regular maintenance and necessary repairs on all camp vehicles and record all repairs and maintenance service to each vehicle in the vehicle log. This includes but is not limited to:
  - Weekly check that each vehicle has the required first aid kit, reflectors and fire extinguisher, spare tire, and appropriate tools
  - Weekly check of all fluid levels, brakes, horn, emergency warning systems, tires, lights and windshield wiper conditions
- Hook up canoe trailer for all canoe trips
- Order and pick up supplies as needed
- Perform repair and maintenance on roads
- Perform tasks necessary for forest management and general property maintenance
- Undertake improvement projects according to the methods and priorities agreed upon with the assistant director
- Be aware of and provide for protection against intruders on the property
- Attend all staff meetings and in-service training sessions.
- Meet with maintenance manager daily to decide on work tasks and priorities for the day.