**Position Description**

**Position:** Maintenance Assistant

**Camp Location:** Cloud Rim/Trefoil Ranch

**Classification:** Seasonal Staff Member

**Responsible To:** Camp Ranger

As a Maintenance Assistant, you will work closely with the Camp Ranger on various projects including landscaping, ongoing maintenance, restocking and cleaning. Additionally, you will also help out with facility projects as identified by the Camp Ranger which could include moving items (beds, tables, chairs, etc.), picking up supplies and/or delivering equipment.

**Job Accountabilities:**

* Landscaping and yard maintenance
  + Mow grass and use line trimmer to keep lawn areas looking presentable.
  + Keep high ropes, low ropes, and archery areas mowed.
  + Keep shrub and flower beds free of weeds.
  + Add and rake wood chips around tree and shrub beds.
  + Trim/prune shrubs and trees as needed.
  + Operate wood chipper.
* Manage recycling program.
  + Monitor recycling program by keeping recycle areas neat and organized.
  + Load recycling and take to the recycling center as needed.
* General cleaning and re-stocking of paper products
  + Assist with keeping restrooms, dining hall and various common areas clean.
  + Monitor and re-stock various paper product and soap dispensers throughout camp.
* Maintenance projects such as:
  + Dig up and repair broken pipes.
  + Assist with small building projects.
  + Occasionally assist with horse care and feeding.
  + Gather firewood.
  + Assist with luggage loading and hauling.
  + Property maintenance as needed
* Assist with opening and closing camp.
  + Setting up and taking down platform tents.
  + Setting up and taking down springbar tents.
  + Setting up and taking down camper beds (individual metal bed frames and mattresses).
  + Assist Site Manager and Camp Director as needed in assorted capacities to help carry out camp programming
* Assist with basic camp operation procedures.
  + Assist with unit and camp housekeeping, sanitation, and care of supplies and equipment.
  + Assist with weekly camper check in/out.
  + Assist in keeping records and making reports as needed.
  + Attend and participate in staff training and the closing of camp.
* Assist with kitchen duties as needed including helping with food delivery, stocking shelves, dishwashing, and meal preparation.
* Understand and implement safety guidelines and standards as outlined by Girl Scouts of the USA, the American Camp Association, and any state and local codes.
* Perform additional duties as assigned.
* Job duties may be subject to change pursuant to the activities of the camp, camp needs, and the organization as a whole.

**Camp Staff Role in Mission Efforts:**

1. As a camp staff member, you are a representative of Girl Scouts of Utah. People form their impressions of the council, in part, based on their interaction with you. Every personal contact is with a current or potential donor to or member of the council, and thus, these impressions can influence their actions.
2. As a staff member, it is your accountability to work collaboratively and cooperatively with other staff members, volunteers, parents, and community representatives to ensure results for mutually acceptable goals.
3. All staff members are required to join the Girl Scout movement, accept the belief and principles of the Girl Scout movement, and have the ability to work with diverse populations.

**Qualifications:**

* Must be a certified driver on council’s behalf (clear MVR background, be at least 21 years of age and provide proof of auto insurance and motor vehicle licensing) to drive council vehicles including work truck, vans and/or all-terrain vehicle (ATV).
* Hold current Red Cross First Aid & CPR certifications or the equivalent.
* Hold a current Utah Food Handler's Permit.
* Ability to follow direction from Team Leaders, adhere to policies, and follow camp procedures.
* Ability to establish and maintain working relationships with those contacted in course of work.
* Ability to communicate clearly and concisely, both orally and in writing.
* Ability to operate a variety of hand and power tools and equipment in a safe and effective manner.
* Ability to work independently in the absence of supervision.
* Ability to respond in a crisis situation.
* Have the council required health forms and documentation completed by a physician to ensure the well being of living and working in an outdoor camp setting that includes:
  + Ability to bend down and move, lift, stock, and carry boxes, and supplies (up to 75 pounds).
  + Ability to push heavy lawn mowers up steep slopes for extended periods of time.
  + Ability to perform heavy manual labor and lifting for extended periods of time and in unfavorable weather conditions.
  + Ability to walk, stand, and work on feet up to 8 hours a day.
  + Ability to live in a high elevation (up to 6500') and outdoor setting.
  + Have visual/auditory ability to respond to environmental and other hazards related to summer camp activities.