

POSITION DESCRIPTION

SITE & FACILITIES STAFF

Discover the warmth of our hospitality at Camp Caroline. Located in the foothills of the Canadian Rockies, we are one of Alberta's premier year-round Christian camp and retreat centers.

We strive to create getaways with greater purpose that encourage life-changing experiences, therefore our skilled staff are carefully selected with our campers and guests in mind. Camp Caroline staff are recruited not only for their ability to perform their duties, but also for their trustworthy character and commitment to serving campers and guests with an exceptional standard of care.

High quality facilities are crucial to creating just the right environment for campers and guests. The Site & Facilities Staff are responsible to provide an exceptional standard of care to the site, facilities, and equipment required to operate Camp Caroline efficiently in accordance with provincial workplace health and safety standards. In addition, the Site & Facilities Staff are expected to serve campers, guests and staff with excellence.

Department: Operations

Reports To: Director of Operations

Requirements:

- A personal profession of faith in Jesus for salvation and witness of obediently following him
- A member or adherent in an evangelical church
- Agreement with the mission, vision, core values, and core commitments of Camp Caroline
- Demonstrated ability to maintain healthy working relationships with a team
- Demonstrated work experience in facilities maintenance, carpentry, electrical, plumbing, and/or mechanics
- Demonstrated ability to organize and plan well
- Demonstrated ability to initiate and follow through on projects with excellence
- Demonstrated interpersonal and communication skills
- Demonstrated ability to handle sensitive and/or confidential situations with respect
- Availability to work regular and irregular hours
- Ability to sit and stand for prolonged periods of time
- Ability to work in adverse weather conditions
- Good health and stamina
- Ability to lift 25kg without assistance
- General computer knowledge and ability to use Microsoft Office and other basic software
- Valid driver's license
- Completion of reference and background checks

General Responsibilities:

- Uphold the mission, vision, core values, and core commitments of Camp Caroline with the highest standard of excellence

- Uphold Camp Caroline policies and adhere to policies, best practices, and principles related to standards of service care as established by recognized authorities
- Assist in nurturing the spiritual atmosphere of Camp Caroline for campers, guests, and staff
- Develop a welcoming atmosphere and safe environment for campers, guests, and staff
- Anticipate and attend to camper and guest's service needs

Requirements for Site & Facilities:

- Execute grounds keeping tasks as assigned by Director including, but not limited to:
 - lawn maintenance, weed control, fencing (wooden and barbed wire), tree removal, roads, trails, ice rink, snow removal
- Execute maintenance care and preventative maintenance care for the swimming pools, hot tub, and associated pumps and equipment
- Execute maintenance care and preventative maintenance care for all homes, facilities, and outbuildings as assigned by Director
- Execute maintenance care and preventative maintenance care for all equipment which includes heavy equipment and highway vehicles of both gasoline and diesel engines
- Ensure comprehensive records are kept relating to site servicing (power, water, sewer, etc.)
- Endeavour to execute all maintenance care and preventative maintenance care with the skills and abilities within the Site & Facilities team. Ensure collaboration with professional tradesmen when work requires skills beyond team members.
- Coordinate with other Camp Caroline staff to ensure the negative impact of area management to campers and guests is minimized while maintaining the highest standard of safety and care

Staff Responsibilities:

- Assist in the supervision of area staff as related to standard of care, procedures, equipment, and supplies
- Assist in the supervision of assigned work crews and/or contractors

Budget Responsibilities:

- Coordinate spending with Director to demonstrate work flow planning and stewardship of financial and material resources

Time Management Expectation:

- General responsibilities – 10%
- Staff responsibilities – 10%
- Budget responsibilities – 5%
- Area responsibilities – 70%
- Other camp duties – 5%

Key Working Relationships:

- Executive Director
- Senior Director of Operations
- Senior Director of Ministries
- Site & Facilities Staff
- Housekeeping Staff
- Camp Crew
- Volunteer Staff
- Director of Hospitality
- Director of Summer Camps

To apply, please email a resume to ben@campcaroline.ab.ca with the subject heading, Site & Facilities Staff.