



## LITTLE EDEN CAMP

### GROUND & FACILITIES ASSISTANT

*This is a part-time two day a week year round position.*

#### **INTRODUCTION:**

Little Eden is a Christian camp which was started by a group of Mennonite men in the mid 1940's and is members of the Mennonite Camping Association (MCA) as well as Christian Camp and Conference Association (CCCA). The camp is owned by the Little Eden Camping Association (approximately 975 members) that elects a Board of Directors to oversee the camp and its operations. The Board hires the Executive Director who then recruits and hires needed staff.

Little Eden desires to serve families, individuals and churches through youth camps, family camps, special events, family getaways and church retreats. Our mission is to provide a Christian environment that nurtures and encourages relationships to God and others through fellowship, worship, camping and education.

The role of the Grounds & Facilities Assistant is assist in maintaining an environment at camp that is safe, well cared for, attractive, comfortable, in good condition and meets or exceeds the needs/expectations of our guests. The facilities and support systems are reflective of who we are and what we value. The Grounds & Facilities Assistant may also be asked to oversee volunteers and/or summer maintenance staff when the Grounds & Facilities Lead Person is off duty.

#### **QUALIFICATIONS/KNOWLEDGE/SKILLS/EXPERIENCE:**

1. The Grounds & Facilities Assistant must be able to fully support the mission of Little Eden Camp and Christ's work through this camp.
2. Must be positive, highly motivated, detail oriented, self starter, and be able to successfully interact with individuals and groups of all ages.
3. Experience working in maintenance, construction or some other related field is desired.
4. Be In good physical health - Must be able to lift, move, twist, bend repeatedly, be on knees working for extended periods of time, be able to be in small and tight spaces, be able to work on ladders and lifts 15-20 feet in the air, and be able to lift 50 lbs regularly and 80 lbs on occasion.
5. Possess a valid driver's license.
6. Experience in all or most of the following areas is greatly desired. If not skilled in all, an aptitude and willingness to learn in the areas unfamiliar with is needed:
  - a. Knowledge of Tools: A working knowledge of basic hand tools, feel comfortable with and have a safe operating knowledge of various types of saws including, chain saws, table saws, miter saw, circular saw.



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- b. Construction: Have a basic working knowledge of construction trade and the ability to do minor repairs. Basic plumbing, electrical, motor, and/or appliance repair experience a plus.
- c. Lawn Care Experience: Be able to safely operate zero turn and conventional mowers and service them. Clean leaves, sticks and other yard debris, operate leaf blowers for long periods of time. Be able to string trim. Be able to correctly mix oil/fuel.
- d. Painting/Staining: Be able to paint and stain and have a working knowledge of how to clean painting equipment.
- e. Snow Removal: Be able to shovel and snow blow walkways and be outside in winter conditions for extended periods of time.
- f. Trailer Pulling: Be able to move and back trailers up to 20 ft comfortably without aid of a second person.

#### **MAINTENANCE RESPONSIBILITIES:**

1. Mow/ trim grass
2. Service mowers, string trimmers, and blowers
3. Change light bulbs
4. Shovel snow
5. Clean up leaves – grounds, roofs, gutters, etc.
6. Cut up trees and clean up brush
7. Paint and stain buildings, fencing, projects around camp
8. Clean and perform basic service to equipment and vehicles
9. Do minor repairs to buildings and grounds
10. Trim trees and work with landscaping
11. Collect garbage and recycling from receptacles around camp
12. Complete basic work orders, repairing/fixing/replacing items as directed

#### **OTHER SUPPORT DUTIES:**

1. Prepare for the changeover from the off season to the summer camp program.
2. Assist with preparing the camp facilities for guests including outdoor cleanup as well as indoor setup, as needed.
3. Oversee summer staff and/or volunteers, as needed on Facilities & Grounds Lead Person's day off.
4. Assist and support housekeeping department as needed.