

## **Pilgrim Lodge – Maintenance Assistant Job Description**

**Supervisor:** Maintenance and Facility Manager      **Supervises:** None

The Maintenance Assistant plays an important support role in the care and maintenance of the physical site including upkeep of the grounds, buildings, vehicles and equipment as assigned.

### **Maintenance Assistant Duties and Expectations**

- Help maintain all aspects of physical plant
- Scrape and paint buildings
- Chop, split, haul, and stack wood
- Maintain trails and haul debris
- Perform checks on the water system as assigned
- Perform light carpentry tasks
- Mow grass, maintain lawn and landscape
- Maintain, keep track of and put away all tools when finished with tasks
- Work alongside staff and volunteers in a supportive role
- Fulfill duties to clean camp including clean bathrooms, empty garbage and go to the dump as assigned

### **General Duties and Expectations**

- Represent Pilgrim Lodge in a professional manner consistent with its mission, values and Statement of Faith.
- Assist campers, counselors and deans with any and all needs. Model this attitude for the staff and work to cultivate a staff culture of service, generosity and kindness.
- Help to build camp morale and sense of community. Encourage growth in fellow staff members.
- Participate in staff training, activities and meetings as assigned.
- Participate in emergency drills and respond to emergencies.
- Fulfill Community living assignments (i.e.: keeping living space clean, helping set the dinner table)
- Support needs in the kitchen, as assigned
- Abide by the rules and guidelines set up in the Pilgrim Lodge Staff Manual and Code of Conduct and follow policies of the Maine Conference United Church of Christ.
- Fulfill other relevant duties as assigned

### **Qualifications:**

- Age 18 or older
- First Aid/CPR certification, or ability to obtain such
- Must submit health history records prior to first day of work
- Satisfactory background and reference checks

### **Knowledge, Skills, and Abilities:**

- Experience with a wide range of applicable maintenance tasks as outlined (including but not limited to basic carpentry, painting and grounds maintenance)
- Adherence to safety regulations and emergency procedures
- Ability to participate in an environment that promotes personal growth, community building, and teamwork

- Ability to adapt and be flexibility in changing situations
- Ability to exhibit maturity and role model positive behaviors for campers
- Ability to work independently, organize priority tasks and be self-motivated
- Ability to engagement with staff and volunteers with positive communication skills
- Willingness to learn and work in a diverse community

**Equipment Used:**

- A wide variety of hand tools and power tools
- Cleaning equipment
- Golf cart, truck, car, tractor, motor boat (if licensed)

**Physical Aspects of the Job:**

- Ability to work for long periods of time without sitting
- Ability to lift 50 pounds
- Ability to respond to emergencies and situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury)

**Term of Position:** This is a seasonal position for Pilgrim Lodge’s summer camp program. The position is not eligible for benefits. Wages are “hourly” and food and lodging are provided. Dates of employment will be defined in a written letter of hire and will include staff training.

**Mission Statement:** *Pilgrim Lodge extends the ministry of the Maine Conference United Church of Christ through quality camping and retreat experiences. Hosted programs at Pilgrim Lodge emphasize spiritual and outdoor exploration, personal growth, authentic self-expression in a safe environment, and intentional community that affirms individual sacredness.*