

**Red Willow Ministries -- Summer 2019**  
**Maintenance Assistant Job Description**

**Required Qualifications**

1. Dedicated Christian who is willing to share their faith in Christ with others
2. Minimum age - 18 years old and completed high school
3. Desire and ability to work with children in an outdoor ministry setting
4. Desire and ability to work in a highly cooperative environment and accept supervision and guidance

**Desired Qualifications**

1. Maintenance experience such as pool maintenance, ground maintenance, some construction experience a plus
2. Willingness to experience outdoor living, including tent camping, and to teach/learn new skills
3. Imagination, patience, initiative, self-control, adaptability, and a passion for the work of camp

**To Whom Responsible**

1. The Assistant Director in terms of application and employment, training, and personnel policies and practices
2. The Site Manager in terms of work assignments
3. The Hospitality/Food Service Manager as needed

**General Responsibilities**

**All Staff**

1. Possess an attitude and actions which continually reflect that Christ lives within you and that you view your position as an opportunity to be in His service
2. Be a positive Christian influence at all times and provide personal guidance when needed
3. Understand, interpret, follow, and maintain the camp's standards and policies
4. Demonstrate appropriate self-care, attending to your spiritual, emotional, and physical needs appropriately and encourage other staff and campers to do the same
5. Represent the camp and its purpose in a positive manner when you are in public

**Maintenance Assistant**

6. Be responsible for the stewardship of all camp facilities and equipment

**Specific Responsibilities**

**1. Site assistance**

- a. Work with Site Manager for various work projects
- b. Use push or ride mowers

**2. Pool**

- a. Test chemicals daily and adjust as necessary, check pool equipment daily for safety
- b. Keep pool equipment rooms clean and organized, keep pool and pool deck clean

**3. Bathrooms**

- a. Assist in daily bathroom cleanings
- b. Keep toilet paper and other toiletries stocked
- c. Record cleanings

**4. Kitchen as needed**

- a. Assist in preparing or serving meals
- b. Assist daily in cleaning the kitchen including counters, dishes, putting away left-overs
- c. Assist daily in cleaning dining facilities including tables, chairs, counters and floors

**As a Red Willow Ministries team member, be first and foremost concerned for the welfare of the ministry as a whole.**

**Additional duties in this area include but may not be limited to:**

1. Being willing and ready to step in as a support staff member as needed and as assigned
2. Assisting in registration of the campers and weekly clean-up assignments, including bathrooms
3. Maintaining good public relations with the parents of campers
4. Assisting other staff in any task that will enhance the outdoor ministry of Red Willow Ministries
5. Other duties as assigned