

# **CAMP ARNES:** Summer Ministry Volunteer Team

## **Position Overview:** Maintenance Staff

Ad Number: CA 1009



- Purpose:** Care and upkeep of the camp facilities
- Responsible to:** Maintenance Supervisor & Operations Director
- Member:** Operations Staff
- Compensation:** Honorarium of \$200 (weekly), room & board (taxable benefit), Share a Day's Wage (up to an additional \$5,000 – for the summer)
- Start Date:** 1 July, 2010 {may be eligible for spring staff}
- Finish Date:** 30 August, 2010
- Summary:** Maintain a professional look of the grounds as well as performing routine maintenance checks and repairs as assigned by the Maintenance Supervisor.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** (Other duties may be assigned)

- Be in regular communication with the Maintenance Supervisor or designate.
- Uphold the Staff Handbook & all camp policies and procedures.
- Inspire hard work, creative programming, and to promote an encouraging environment.
- Promote and demonstrate effective communication amongst staff.
- Ensure safety of all activities & programming.
- Promote & demonstrate a well balanced Christian life.

### **SUPERVISORY RESPONSIBILITIES**

- May work alongside volunteers

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required.

### **EDUCATION and/or EXPERIENCE**

A student in University preferred, at least 2 years in camping environment, a minimum of 1 year of responsible experience maintenance type work. Organizational skills and excellent communication are essential to the success of this position. Understanding of teenage culture and trends is an asset.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Manitoba Driver's License - class 5 (class 4 considered an asset)  
Conflict & Resolution Training (an asset)  
First Aid Training (an asset)  
CPR (an asset)

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to prolonged sitting or standing. The employee must frequently lift and/or move up to 40 lbs.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and outside weather conditions.

**COMMUNITY ENVIRONMENT**

Camp Arnes is an inter-denominational Christian year around camp providing outdoor education and summer camp to students from across Manitoba. Employees should have a mature, personal commitment to Jesus Christ as evidenced in their daily life. The modeling and communication of safe practices is of utmost importance to our guests at all times.

The successful applicant must submit to a Criminal Record Check and Child Abuse Registry check prior to assuming the position.

Your cover letter and résumé must clearly demonstrate how you meet the qualifications.

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CANADA

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"We thank all who apply and advise that only those selected for further consideration will be contacted."