



# Camp Nakamun

## Ministry Job Description

### Overview

<b>Ministry Job Title:</b>	Maintenance Team Member
<b>Reports to:</b>	Maintenance Manager
<b>Primary Purpose:</b>	Camp Nakamun's Mission is to help people "Encounter God, Enrich Relationships and Experience Creation". The Maintenance Team Member supports this mission by helping ensure Camp Nakamun's facilities are well maintained and operating effectively and safely.

### Responsibilities

#### Responsibility #1 Facilities upkeep and maintenance

- Building maintenance:
  - General upkeep and repair of buildings
  - Troubleshoot and repair plumbing, electrical, & mechanical issues.
- Equipment maintenance:
  - Preventative maintenance of vehicles, kitchen equipment, other equipment.
  - Troubleshooting issues with equipment and reactive maintenance.
- Grounds keeping:
  - Snow removal; cutting the lawn; general upkeep of property
- Water and Sewer:
  - Assist maintenance manager in the upkeep and troubleshooting of water and sewer equipment; help to ensure everything is working properly.

#### Responsibility #2 Staff mentorship and training

The maintenance team uses volunteers and seasonal employees to accomplish many of its objectives. This includes youth (Jr and Sr. high) and young adults. All maintenance team members are required to help train and mentor these volunteers.



### **Responsibility #3 Occasional on-call duties**

- Be part of a regular rotation of staff that are 'on call' during evening or weekends.
- Respond to occasional calls and help resolve maintenance situations that may come up from time to time.
- Travel to site may be required for emergency situations.

### **Responsibility #4 Team Member**

Every member of our team is meant to fulfil a specific role within the organization, and we want our staff to have the time & space to focus on the priorities of that role. However, the realities of camp operations require that each of us be willing to step outside of that specific role, when circumstances demand, to support the broader needs of the organization. Therefore, this job, like all others at camp, requires a willingness to serve our guests and campers in practical ways (e.g., serving meals, doing dishes, facilitating activities, general housekeeping etc.). This will occur most often during our slower months, between November and February, where our seasonal staff compliment is low and our full-time staff are needed to help with hosting the groups onsite.

### **Responsibility #5 Ambassador for the Mission of Camp Nakamun**

All Employees of Camp Nakamun are also ambassadors of the Camp Mission. In this role you will be asked to adhere to our community standards. This includes understanding that our organization is a Christian Ministry and falls under the spiritual authority of the Christian & Missionary Alliance, including its statement of faith and any other doctrinal guidance it provides.

## **Job Requirements**

- 1 A strong work ethic, the ability to work both with others and individually, the willingness to serve and a desire to grow professionally and personally.
- 2 Basic knowledge of construction, electrical, plumbing, equipment repair and maintenance – prior experience or education in any of these trades is an asset.
- 3 Troubleshooting and assessment skills regarding different maintenance challenges.
- 4 Is in good health and can carry out physical work responsibilities.
- 5 Have a valid and clean class 5 operator's license. Higher license class (1, 2 or 4) would be an asset. Must provide a driver's abstract.
- 6 Has the ability to oversee other staff/volunteers on specific projects.
- 7 Experience in a Christian camp is an asset but not necessary.
- 8 Supportive of the mission, vision, and values of Camp Nakamun Ministries (available upon request).



## Compensation

### Hours:

This is a full-time (nominal 40hrs/week), year-round position.

### Salary/Wages:

This is a salaried position. Camp Nakamun uses a unified salary grid for all employees. This grid considers years of service, skills/experience/education of the individual, and organizational and managerial authority of the role. The starting range for this position is \$38,000 to \$46,000. Exact salary within this range will be determined based on the relevant skills, experience, and education of the successful candidate.

### Benefits:

Health and retirement benefits will be provided following the first full year of service.

### Vacation and Personal Leave:

All Year-round Employees are provided with vacation benefits and personal leave according to Camp Nakamun's 'Vacation and Leave Practice' (available for review upon request).

### Other Perks:

Camp Nakamun provides a number of perks for its employees, including, flexible scheduling, access to meals during work hours and personal/family access to the facility.

### Accommodations:

Onsite housing is available if needed and can be negotiated within the context of a total compensation package.

## Interested?

Please send a cover letter and resume to Peter Penner – [Peter@CampNakamun.com](mailto:Peter@CampNakamun.com)