



## SITE & FACILITY

Site and facility staff are responsible for the landscaping and upkeep of the camp property. They assist with building projects and address any maintenance issues that arise during the camp season.

### MINIMUM QUALIFICATIONS

- minimum age of 18 (21+ for International Staff)
- previous experience in maintenance and repair work (electrical, plumbing, painting, construction, etc.) or previous experience in landscaping and grounds work
- previous experience maintaining mechanical equipment and driving tractors/mowers helpful
- self starter with the ability to work independently as well as accept supervision and work well with others

### ESSENTIAL FUNCTIONS

- physical ability to lift, load, unload, dig, move, etc.
- ability to use tools safely and in a judicious manner
- ability to recognize and maintain grounds and facilities to reduce the risk of danger or injury to campers and staff
- previous experience in maintaining tools, equipment, and items listed under "General Responsibilities"
- ability to safely operate tractors, mowers, power tools, etc.

### GENERAL RESPONSIBILITIES

- cleanliness and general overall appearance of camp grounds
- make minor repairs to, and maintain, cabins and facility buildings
- pick up garbage and litter daily
- general grounds maintenance assistance; trimming, seeding, planting, fertilizing, mowing, blowing, raking, cutting, pruning, tree and limb removal, etc.
- assist with maintenance of mountain biking trails
- maintain parking lots and driveways
- clean and sanitize facilities as necessary
- water flowers when necessary
- care of flower beds, weeding, seeding, planting, fertilizing, watering, cutting, pruning, etc.
- yolk rake around facility
- move equipment as necessary and assist with the various sport setups
- maintain fieldhouse and all sports indoor playing surfaces during inclement weather
- alert site manager of potential facility hazards and/or safety concerns
- assist with check-in/out preparations and stations
- complete projects as assigned by grounds and site manager and camp director
- feed and care of camp animals
- assist site manager with building projects

- conduct guard house, canteen, evening and night patrol duties
- cleanup of shop and work sheds daily/weekly
- maintain equipment; golf carts, tools, mowers, trimmers, blowers, etc.
- prepare and actively participate in staff training meetings and supervisory conferences

Keep in mind these are not the only jobs, duties and functions of this position. Some duties, jobs and functions may be added or reassigned as necessary. This position is dynamic.

## HOURS

Site and facility staff have one day off per week on either Friday or Saturday. There is a 12:00 am curfew with the exception to your day off.

## GENERAL RULES

Maintenance staff are responsible to the camp directors, and grounds and site managers. All staff members are expected to abide by all policies and procedures with a positive attitude and to assist in enforcing said policies. Potential staff members should understand that campers' needs for health, safety, and happiness come first. It is the staff's responsibility to provide a positive learning experience in a safe and clean environment so that campers feel good about themselves and their accomplishments.

1. Illegal drugs, weapons, alcohol, smoking and nicotine products on camp grounds (including maintenance areas and outbuildings) are strictly forbidden. Abuse of this policy is grounds for immediate dismissal.
2. Cell phones and internet enabled devices may only be utilized during non-work hours and in designated areas. Abuse of this policy shall lead to confiscation of said items. All staff must have their personal social media pages set to private.
3. Staff fraternization with campers and CIT's is strictly forbidden and is grounds for immediate dismissal. Furthermore, directors are not permitted to fraternize with their immediate staff members.
4. Coed visitation is strictly forbidden in restricted areas and is grounds for immediate dismissal.
5. Appropriate dress is required.
6. Follow and comply with all rules, regulations, policies and procedures outlined in the ISTC staff handbook.