

## QUINIPET JOB DESCRIPTION

Quinipet is a ministry of the New York Annual Conference of the United Methodist Church. All staff are a part of the ministry that takes place at Quinipet and are part of a team of persons, each doing different tasks and each supporting the other in a common ministry summer camp ministry to children, youth, and adults.

POSITION: **Maintenance**

SUPERVISOR: Facility Manager

### QUALIFICATIONS:

- At least 18 years of age (at least one year out of high school preferred)
- Understanding of and personal commitment to Christian faith
- Desire and ability to work with children, youth & adults
- Ability to accept guidance, corrective criticism & supervision
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, patience, and self-control
- Skills in several maintenance areas

### GENERAL RESPONSIBILITIES:

To be responsible for assisting the Facility Manager in the repair and upkeep of the facilities including buildings, grounds and helping with cleaning. All staff are expected to participate in camp activities including orientation, chapel, campfires, all-camp, vespers and skit-night.

### PRIMARY RESPONSIBILITIES:

- To help with mowing, watering, planting and other grounds care
- To help (as skills permit) with building maintenance and repairs including painting, plumbing, electrical, carpentry, etc
- To help (as skills permit) with maintenance of equipment
- To help identify and report needed repairs to the Facility Manager
- To assist the housekeepers with weekend cleaning
- To help with other cleaning as assigned
- To be available for emergency coverage
- To prepare and start camp fires
- To ensure all water coolers are cleaned and refilled each day

### SECONDARY RESPONSIBILITIES:

- To assist as requested and assigned with other camp functions and activities
- To help with breaks for counselors when free
- To take initiative when not assigned otherwise to assist where needed
- To participate in committee activity planning/leading
- To assist in transportation of campers and staff
- To assist with other leadership staff in the event of an emergency