



Camp Fire Inland Northwest Seasonal Employee

The purpose of this form is to detail the specific job requirements drawn from the related Job Class Specifications. Other Information specific or unique to this position are outlined herein.



Position Title: Maintenance Assistant **Salary** \$10/hr for 2017 Camp Season
Name: _____ **Position Location:** Camp Sweyolakan, Coeur d'Alene, ID
Responsible to: Facilities Maintenance Manager **Camp Director:** _____

Special Notes Regarding Employment: This seasonal position begins in March and ends in September or October with a finite amount of hours to be distributed as appropriate throughout the duration of the appointment and as agreed upon with the Facilities Maintenance Manager.

Pre-approved Unavailable Dates:

GENERAL REQUIREMENTS OF ALL STAFF

- Current CPR and first aid certifications.
- Visual, physical and auditory ability to identify and respond to environmental and other hazards related to the camp setting.
- Abide by health and safety rules to ensure well-being of campers and staff at all times.
- Prepare the necessary reports, inventories, and records as assigned.
- Plan for and carry out the care and maintenance of the equipment and facilities assigned.
- Know the basic facts about the program of Camp Fire.
- Display a willingness to accept a reasonable share of camp responsibilities, and other duties as assigned.
- Be on time and participate in camp events as specified by Facilities Maintenance Manager.
- Abide by established procedures and policies as provided in the Sweyolakan Employee Practices and Guidelines, and Code of Conduct.
- Ability to assist campers and staff in emergency (fire, evacuation, illness, or injury).
- Possess the strength and endurance required to carry out job requirements.

MINIMUM QUALIFICATIONS

- At least 21 years of age
- Have valid Driver's License and a good driving record.
- Mature, capable, mechanically orientated person.
- Skill in various building trades preferable (i.e., electrical, plumbing, painting, construction, etc.)
- Ability to accept guidance and supervision from and work with others.
- Desire to work in a camp community.
- Ability to multi-task and prioritize competing needs.
- Good character, integrity, and maturity.
- Enthusiasm, sense of humor, patience, flexibility, and self-control.

SPECIFIC JOB REQUIREMENTS

- Assist Facilities Maintenance Manager in ongoing upkeep of site, facilities and equipment.
- Complete daily/weekly tasks as assigned, often without direct supervision.
- Assist in moving supplies and equipment into and out of camp.
- Assist in weekly garbage & recycling collection and transporting out of camp.
- Drive camp vehicles as assigned (AFTER TRAINING AS REQUIRED): Utility vehicle, boats, and vans, and truck.
- Assist in the pre-season opening and post-season closing of camp.
- Maintain equipment in good repair.
- Participate in all-camp activities and programs as requested.
- Must be able to use equipment and tools as directed.
- Must be capable of lifting at least 80lbs.
- Other duties as assigned by the Facilities Maintenance Manager.

Employment is at will. Camp Fire Inland Northwest Council is free to determine that continued employment of any employee is not in its best interest and is free to discharge that employee, with or without cause.

CAMP FIRE INLAND NORTHWEST

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Light the fire within