

Camp Fire Inland Northwest Job Description

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

Primary Position Location: Camp Sweyolakan, Coeur d'Alene, ID

Responsible to: Facilities Maintenance Manager

Salary: \$10/hr for Camp Season

Special Notes Regarding Employment: This is a temporary position that begins in March and may extend from early spring to late fall with a finite amount of hours.

GENERAL REQUIREMENTS OF ALL STAFF

- Current CPR, First Aid, and AED 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.
- Ability to assist campers and staff in emergency (fire, evacuation, illness, or injury).
- Ability to observe and evaluate camper behavior; enforce safety regulations and emergency procedures; and apply appropriate behavior-management techniques.
- 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.
- Prepare for and participate in the meetings and conferences of the staff.
- Ability to communicate and work with groups participating (age and skill levels), and provide necessary instruction to campers and staff.
- Bring complaints or problems directly to Assistant Camp Director or Camp Director.
- Abide by established procedures and policies covered during staff training, in Camp Staff Practices and Guidelines, and Code of Conduct.
- Successfully pass a state, local and federal background check. Successfully pass a search in the U.S. Department of Justice National Sex Offender public database.
- Willingness to work at alternate camp locations; state and camp applicable wages apply.

MINIMUM QUALIFICATIONS

- 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.
- Driver's License and good driving record preferred.

SPECIFIC JOB RESPONSIBILITIES

- 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, vans, and truck.
- Assist in the pre-season opening and post-season closing of camp.

CAMP FIRE INLAND NORTHWEST

409 N. Argonne Rd., Ste. B, Spokane, Washington 99212 • Telephone: 509 747 6191 or 800 386 2324
E-mail: campfire@campfireinc.org • Website: www.campfireinc.org

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- Maintain equipment in good repair.
- Other duties as assigned by the Facilities Maintenance Manager.

ESSENTIAL FUNCTIONS

- Ability to maneuver wilderness terrain with uneven ground and steep inclines.
- Must be able to use equipment and tools as directed.
- Must be capable of lifting at least 80lbs.
- Arm-Hand Steadiness - The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Manual dexterity - the ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- The ability to carry up to 40 lbs., sit, stand, walk, bend, stoop, pull, push, balance, reach, and navigate rugged terrain.

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

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