



Missionary Society of Connecticut
Silver Lake Conference Center

Job Description

Maintenance Coordinator

Reports to: Site Manager

General Description of Duties:

Supervise team of Maintenance staff to make repairs and improvements to keep the grounds and facilities safe, efficient and aesthetically pleasing.

Principal Duties:

- Supervision of team: including assisting in teaching skills and mentoring less-skilled staff
- Managing staff schedules of Team
- Keep site in safe and usable condition
- Grounds maintenance, cleaning
- Provide programming support for games and night activities
- Other duties as assigned.

Minimum Qualifications:

- Age 21 or older.
- Valid US Driver's License.
- Experience in maintenance.
- Supervisory experience.
- Knowledge of cleaning procedures and products.
- Knowledge of tools and safety equipment.
- Physically fit, possessing ability to work longer hours on your feet and strength to lift 50 pounds.
- Working knowledge of State Health Laws pertaining to areas of responsibility.
- Ability to assess team skills and train as needed.
- Ability to evaluate the work of others in a constructive and growthful way.

The successful candidate will be able to:

- Prioritize work and assign to appropriate staff members. Monitor quality of repairs.
- Work and train staff to work, always aware of Conferees, Volunteers, and the safety of other staff.
- Organize several projects and people at once.
- Attend daily Coordinators Meetings and weekly Community Life Team meetings.
- Give clear written and verbal directions.
- Provide regular feedback to team members and meet individually for two scheduled performance evaluations.

- Change projects and reprioritize often to meet new needs as they arise.
- Schedule trash pick-ups, and keep trash collection area in order according to SLCC procedures.
- Track areas of high risk. When possible eliminate or reduce risk.
- Ensure health codes are followed in all aspects of maintenance and clean up
- Work closely with other Coordinators and Deans to assure health and safety issues are being addressed in a timely manner.
- Instill a sense of pride in the ministry of SLCC.
- Establish a positive and helpful environment, showing kindness to those we serve, and to the team.
- Establish standards of dress to meet health code requirements, and to address issues of health and safety as well as the image of Silver Lake.
- Supervise team to follow safe practices, and maintain organized, clean and safe work areas. Train as needed, in use and cleaning of tools and equipment, appropriate use and proper storage and labeling of fuels and chemicals, procedures to avoid accidents, safety equipment, etc.
- Review appropriate Material Safety Data Sheets, and train staff.
- Assist in moving materials and supplies to appropriate areas of site.
- Assist in emergency drills or emergencies as assigned.
- Maintain inventory of Maintenance supplies and equipment.
- Be an engaged member of the coordinating team by supporting one another, holding each other accountable and serving as a positive example for younger staff.
- Work with the other Coordinators and Assistant Director to supervise and hold all staff accountable to: live by the Silver Lake Rules including but not limited to - no alcohol, illegal drugs, weapons, or pets on Site (including in vehicles); refraining from engaging in sexual interaction at Silver Lake; living by the Staff Guidebook and the Staff Covenant; attending worship, staff meetings, etc.
- Establish ways of work that will reduce waste of resources and respect and protect God's Creation, and promote sustainable practices.
- Weave faith development in, and relate Christianity to, all activities and encourage conferees to explore their faith and faith questions as an important part of what ever you are doing with them.
- Remember to pray, as needed!
- Live and work in and encourage a Christian community.

And will:

- Exhibit maturity
- Be an appropriate role model
- Be self motivated
- Meet deadlines
- Work in an organized manner
- Live by the Rules and Covenant and policies of Silver Lake Conference Center and the Missionary Society of Connecticut.

Term of Service: The assignment will be defined in a written contract. It is a seasonal position to serve summer Conferences.

Compensation: Salary is defined in a written contract, & is based on experience.