



Silver Lake Conference Center

Job Description

Maintenance Coordinator

Reports to: Site Manager/Program Director

Position Purpose:

Supervise team of Maintenance staff to maintain grounds and perform maintenance tasks and minor repairs to keep camp safe, sanitary, and aesthetically pleasing.

Principal Duties:

- Supervise Maintenance Team
 - Train team in cleaning and disinfecting procedures, groundskeeping, small repairs, and safe equipment use
 - Manage staff schedules to ensure regular maintenance of all assigned areas
 - Perform and document a mid-summer evaluation and an end-of-summer evaluation with each team member
 - Serve as a role model and mentor to team, other staff, and campers
- Keep site in safe and usable condition
 - Stay informed of current best practices for Covid-19 mitigation and implement all related policies
 - Be aware of and implement safety guidelines, including safe operation of all equipment
 - Notice and respond to safety issues on site
 - Ensure that all areas of responsibility meet ACA standards
- Grounds maintenance, cleaning
 - Mowing and weedwacking weekly or as needed
 - Collect trash/recycling/compost and maintain orderly trash collection area
 - Perform repairs in a timely manner
 - Support Garden program as needed
 - Respond to other maintenance requests
- Serve as a member of the Coordinator Team
 - Represent Maintenance needs and concerns at daily Coordinator Meeting
 - Monitor and contribute to well-being of the staff community as a member of the Community Life Team
 - Support other Coordinators in their work
 - Report any staff or program concerns to Program Director

Other Job Duties:

- Kitchen support as needed

- Participate in emergency drills
- Respond to emergencies
- Equipment inventory
- Establish a positive and helpful environment, showing kindness to those we serve and the team
- Establish ways of work that will reduce waste of resources and respect and protect God's creation and promote sustainable practices
- Live, work in, and encourage a Christian community
- Uphold the rules and policies of Silver Lake Conference Center
- Other duties as assigned

Relationships:

The Coordinator will work closely with the Site Manager to ensure the smooth and safe operation of facilities. The Coordinator will also work with the Program Director (or Executive Director) to create a healthy staff community and to support the summer camp program. The Coordinator will work with the Food Services Manager to ensure the maintenance needs of the kitchen are met. The Coordinator will work on a team with the other Coordinators and will serve as a role model and mentor to their staff.

Equipment Used:

- Groundskeeping equipment, including but not limited to lawnmowers, weedwhackers, chainsaws, woodworking equipment, metal working equipment, and painting equipment
- Housekeeping equipment, including but not limited to cleaning chemicals, mops, brooms, vacuums, steam cleaners, washing machines, and dryers
- Variety of hand tools and electric tools
- Trucks and cars
- Tractor

Qualifications:

- Age 21 or older
- Valid US Driver's License
- Satisfactory driving record
- First Aid/CPR certification, or ability to obtain such
- Must submit health history record and examination form prior to first day of work
- Satisfactory background check
- Experience in maintenance and housekeeping
- Supervisory experience

Knowledge, Skills, and Abilities:

- Knowledge of cleaning procedures and products
- Knowledge of tools and safety equipment
- Working knowledge of State Health Laws pertaining to areas of responsibility

- Ability to assess team skills and train as needed
- Ability to prioritize projects and assign to appropriate staff members
- Ability to evaluate the work of others in a constructive and growthful way
- Flexibility and ability to adapt to changing situations quickly
- Be an engaged member of the coordinating team by supporting one another and holding one's self and each other accountable
- 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 Southern New England Conference of the UCC.

Physical Aspects of the Job:

- Ability to work for long periods of time without sitting
- Ability to lift 50 pounds
- Ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury)

Term of Service: This is a seasonal position to serve Silver Lake's summer program. Dates of service will be defined in a written letter of agreement and will include the pre-summer Staff Development Program.

Compensation: Salary begins at \$3,050 and is based on experience.