

Wenatchee Valley YMCA/Lake Wenatchee YMCA Camp

Job Description 01/14

Title: Camp Maintenance Assistant

Classification: Temporary, Seasonal Non-Exempt

Supervisor: Camp Maintenance Manager

General Function

The Camp Maintenance Assistant assists in maintenance of the Lake Wenatchee YMCA Camp facility within established policies and procedures.

Position Requirements

The Maintenance Assistant must be 18 years of age or older. This position requires the ability to manage multiple tasks in an organized manner and the ability to relate well with a variety of people. Good human relations skills are important to the successful performance of this position. The Maintenance Assistant will work with a variety of staff, rental groups, and campers. The Maintenance Assistant's activities are performed in a rustic camp setting and in a variety of buildings and outdoors with varying weather conditions. Long hours including evenings and weekends are required throughout the season.

The Maintenance Assistant must be committed to the mission of the Wenatchee Valley YMCA and an advocate for the values of caring, honesty, respect, and responsibility. Residence at the Lake Wenatchee YMCA Camp is required during the summer season as described in the letter of agreement (typically Memorial Day- Labor Day). Room and board is provided during seasonal employment

The Maintenance Assistant must possess a basic knowledge of mechanical and custodial skills. The Maintenance Assistant position requires the ability to operate a tractor, chainsaw, power tools. Camp activities require physical stamina, the ability to move about a 26-acre rough terrain site and the ability to lift 60 pounds. A Washington State Food Handler's Permit, First Aid, CPR, and AED certification must be current and maintained.

SAFELY OPERATE TRACTOR - MAINTANCE of ALL VEHICLES

Essential Functions

1. Works with the Maintenance Manager to provide a safe, functional, clean, and attractive site, facilities and equipment that meet or exceed ACA standards, health codes, YMCA risk management standards and state regulations.
2. Works extended hours out of doors in varying weather conditions.
3. Effectively handle lifting of various objects weighing up to 60 pounds.
4. Operate various types of tools and equipment safely and efficiently.
5. Completes work orders and repairs.
6. Cleans cabins and restrooms as needed.
7. Insures security of camp property, facility and participants.
8. Responds as directed to emergency situations.

Other Position Functions

1. May assist the Camp Cook in providing quality food services to camp user groups.
2. Assists as needed to insure a high quality camping experience for camp rental groups and program participants.
3. Frequently standing, walking, hiking though rustic outdoor environments.
4. Regular set ups, carrying and moving objects up to 25 pounds when preparing games and activities.
5. May provide night time support/supervision in a cabin during YMCA led Summer Camps.
6. Establish and maintain effective working relationships with other employees, rental groups and participants.
7. Participates in association wide events, training and meetings.
8. Performs other duties as assigned.

Wenatchee Valley YMCA/Lake Wenatchee YMCA Camp
Title: Camp Maintenance Assistant-Page Two

Effect on End Results

This position has a primary impact on the effectiveness with which the Wenatchee Valley YMCA accomplishes its mission, goals, and objectives. Successful Camp Maintenance Assistant performance is evidenced by:

1. Positive rental group and summer camp evaluations.
2. Compliance with YMCA policies and procedures, ACA standards, and applicable laws and regulations.
3. Safe, functional, clean, and attractive site and facilities.
4. High morale of staff and volunteers.
5. Accurate recording and delivery of information.

Wenatchee Valley YMCA Mission

The mission of the Wenatchee Valley YMCA is to strengthen youth, families, and communities by promoting Christian principles and putting them into practice through leadership and programs that build healthy spirit, mind, and body for all.

Equal Opportunity Employer

The Wenatchee Valley YMCA is an Equal Opportunity Employer. The Wenatchee Valley YMCA does not discriminate on the basis of race, creed, color, national origin, marital status, age, sex (including pregnancy), sexual orientation, sensory, mental, or physical disability, veteran or military status, religion, the use of a trained dog guide or service animal by a disabled person or other status protected by applicable local, state or federal law.

Disclaimer

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or other position functions. The Wenatchee Valley YMCA reserves the sole right to modify this position description at any time with or without notice. Nothing in this position description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of any type. Employment is "At-Will" and may be terminated at any time by the employee or employer with or without cause or notice.

Received by:

Date: