

GIRL SCOUTS OF MICHIGAN SHORE TO SHORE
JOB DESCRIPTION

Title: Camp Maintenance Specialist

Reports to: Camp Anna Behrens Site Coordinator

Classification/FLSA Status: Seasonal, Part-time/Non-exempt

Location: Camp Anna Behrens

Hourly Rate: \$13 – \$17 per hour

Position Summary: The Seasonal Camp Maintenance Specialist ensures the council's program facilities and properties are operational and prepared for usage. This position is responsible for the maintenance, repair and cleanliness of assigned council buildings, grounds, and equipment.

Essential Duties and Responsibilities:

1. Assist with the maintenance of Camp Anna Behrens and Sherwood Lodge property, including its physical structures and equipment.
2. Assists with the overall hands-on maintenance and repair work ensuring the assigned
3. Properties are in good repair and free from hazards
4. Performs maintenance under direction and supervision of the Camp Anna Behrens Site Coordinator
5. Typical tasks performed, but not limited to, a combination of the following:
 - Tree Cleanup as well as pruning/brush clearing/raking/chipping/stump grinding
 - Lawn care
 - Repair and maintenance of equipment and small engines
 - Painting, light plumbing, drywall repair, roofing repairs including some renovation work
 - Cleaning – vacuuming, mopping, sweeping, polishing, dusting, power-washing
 - Moving picnic tables, boxes, and equipment
 - Use of ladder
 - Trash removal
 - Other seasonal tasks

Requirements:

1. Adherence to Girl Scouts of Michigan Shore to Shore policies and procedures
2. Registration as a member of Girl Scouts of the USA (Paid for by Property Department)
3. Willingness to work a flexible schedule with some evenings or weekends
4. Willingness to do minimal travel as job requires
5. Capability to provide own transportation and maintain operator license

Qualifications:

1. High school diploma
2. Experience in building maintenance/repairs
3. Two years facility/camp maintenance experience preferred
4. Ability to lift 20 lbs. or more consistently
5. Familiarity with the use of power equipment

Core Competencies:

1. Interpersonal Relations
2. Team Building
3. Customer Responsiveness
4. Personal Integrity and Professional Conduct

5. Self-Management
6. Time Management
7. Fostering Diversity
8. Judgment and Decision Making
9. Problem Solving
10. Conflict Management
11. Adaptability
12. Oral Communication
13. Written Communication
14. Information Management
15. Organizational Knowledge

Property:

1. Leadership
2. Networking
3. Volunteer Relations
4. Project Management
5. Project Evaluation
6. Safety and Security
7. Property Management
8. Risk Management