



MAINTENANCE COORDINATOR JOB DESCRIPTION

Silver Lake Mennonite Camp strives to provide an enjoyable setting where spiritual and personal growth are fostered and Christian values and teachings are emphasized. This occurs primarily during an organized summer children's camp, outdoor education as well as retreats, which provide opportunities to meet the needs of youth and adults. Community living, personal discovery, outdoor skills and environmental caring are of primary focus.

MAINTENANCE COORDINATOR

Working under the guidance and strategic direction of the Executive Director, the Maintenance Coordinator is responsible for overseeing and managing all of SLMC's property and physical assets within the guidelines of Silver Lake's mission statement and policies and the Ontario Camping Association accreditation standards. This is a part-time, year round position. The Maintenance Coordinator will be faithful to the mission of Silver Lake Mennonite Camp.

Working Relationships

- a. With Executive Director: Reports to and is directly accountable to the Executive Director. Provides information, shares issues regular reports, provides advice; receives direction from the Executive Director
- b. With Staff: Provides supervision and direction to summer maintenance staff ensuring that all safety protocols are followed and that SLMC's mission and vision are implemented.
- c. With Volunteers: Provides supervision and direction to maintenance volunteers.

Responsibilities

Property Maintenance

- Ensure proper maintenance of wooded areas and trails.
- Maintain and repair all areas of washrooms, dining hall, cabins, waterfront, etc.
- Plan for future maintenance and repair needs
- Coordinate with water operator to ensure a safe drinking water system
- Ensure the opening and closing of camp in the spring and fall happens
- Clear snow and cut grass as required.

Management & Administration

- Coordinate maintenance projects for Silver Lake Mennonite Camp
- Coordinate the Upkeep maintenance system
 - Begin developing a report that will itemize larger capital needs and help camp plan for resources needed to repair/ replace.
 - Systematize regular maintenance tasks using the system
 - Coordinate and review checklists
- Help with maintenance needs that arise
- Check in with Directors regarding maintenance issues that arise and/ or that need attention

- Assist with planning of Work Weekends, noting projects and assisting with collecting materials prior to Work Weekend
- Connect with volunteers as directed to help complete work projects.
- Begin planning for capital projects, notably the 2 new CILT cabins.

Facility Care

Cleaning when needed and as time allows:

- House: clean and re-stock bathroom (upstairs and down), clean kitchen including stove, fridge and microwave, sweep and mop floor upstairs floor, vacuum carpet in bedrooms and basement, clean windows, wipe down mattresses.
- Washhouse: clean drains, walls and clean windows
- Cabins: mop floor, wipe down mattresses, clean door handles, cob webs, wash windows
- Vestibule, Addition, Staff Cabins and Pines: strip and wax floors
- Kitchen: Deep clean (annually in spring (baseboards, appliances etc)

Cleaning After Rental Groups Depart:

- Washhouse: clean shower stalls, clean sinks, counter, mirrors and toilets, sweep and mop floor, remove garbage and/or recycling and ensure adequate supply of toiletries. Check and report damage.
- Cabins: sweep floors (mop or spot wash when necessary, shake or sweep out door mat, clear cobwebs, remove garbage. Check and report damage.
- Dining Hall: re-stock firewood, place benches on tables, clean and organize fireplace area, board games, books, remove ashes from the fireplace (place in metal pale a safe distance from building), clean fireplace window, ensure adequate supply of paper, wood and matches, vacuum floor mats, sweep and mop floor.
- Vestibule and Addition: clean and organize fireplace area, vacuum floor mats, clean washrooms (ensure adequate supply of toiletries) and sleeping area, sweep and mop floors.
- Kitchen: Clean and disinfect counters, sinks and appliances, clean and put away all dishes, remove garbage, compost and recycling, collect laundry, and ensure adequate supply of toiletries, dish clothes, hand towels, dish soap etc., vacuum mats, sweep and mop floor.

Rental Group Host

- Ensure property is accessible (snow removed, gate opened), unlock appropriate buildings, turn on heat, shovel or sweep porch, steps and/or entry area, turn on outside light, post greeting on the door of the dining hall with instructions for coordinating the orientation session, conduct orientation session. Be available as needed by phone over the course of the rental period.
- Following each rental group, lock each building, turn off lights and heat, sweep each cabin, remove garbage, cobwebs etc.

Qualifications

The successful candidate will have:

- a secondary diploma; special post-secondary qualifications are an asset;
- experience working with small engines, minor electrical and plumbing, construction, repair and building maintenance are essential.
- experience working with volunteers and youth an asset;
- Extensive working knowledge of relevant legislation – OHSA, Human Rights Code, AODA, Water.
- An in-depth appreciation of, and commitment to environmental stewardship and sustainability.

- Proven ability to delegate responsibility and ensuring accountability.
- Knowledge of camp related safety regulations, as well as health and sanitation requirements.
- Proficiency in office software including email, Microsoft Office; experience with UpKeep an asset.
- Ability to document processes and perform recordkeeping.
- Excellent interpersonal and communication skills.
- Certifications in Chainsaw, Working at Heights, WHIMIS are an asset.
- Must have clear Criminal Record/Vulnerable Sector check and have or be willing to obtain Standard First Aid & CPR
- Valid Drivers license is required.

A combination of education and experience that demonstrates the ability to perform the responsibilities of this position may be considered in lieu of stated education and experience requirements.