



## **MAINTENANCE COORDINATOR**

PART-TIME ROLE (20 HOURS/WEEK)

Location: Sauble Beach (72 Pine Forest Drive)



*Silver Lake Mennonite Camp provides an enjoyable setting where spiritual and personal growth are fostered and values are emphasized. This occurs during summer camp, outdoor education and retreats. Community living, personal discovery, outdoor skills and environmental caring are of primary focus.*

### **MAINTENANCE COORDINATOR**

Working under the guidance and direction of the Executive Director, the Maintenance Coordinator oversees and manages SLMC's property and physical assets within the guidelines of Silver Lake's mission and policies and Ontario Camping Association standards. This is a part-time, year-round position.

#### **Working Relationships**

- a. With Executive Director (ED): Reports to and is directly accountable to the ED. Provides information and regular reports, shares issues, provides advice; receives direction from the ED.
- 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.
- d. With Service Providers: Calls in service providers as needed for maintenance needs.

#### **Responsibilities**

##### **Property Maintenance**

- Maintain and repair all buildings (washrooms, dining hall, cabins, house, etc.) and camp areas (i.e. trails, wooded areas, waterfront, climbing area, garden)
- 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 software system (reports and systematizing tasks)
- Help with maintenance needs that arise and check with directors re. issues
- Assist with planning of Work Weekends, noting projects and assisting with preparation
- Connect with volunteers as directed to help complete work projects.
- Support planning for capital projects, notably two new cabins in 2023.

## **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 showers, sinks, counter, mirrors, toilets; sweep and mop floor; remove garbage and recycling; 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 buildings, turn off lights/ heat, sweep cabins, remove garbage

## **Qualifications**

### ***Required:***

- experience working with minor electrical and plumbing,, repair and building maintenance
- An in-depth appreciation of, and commitment to environmental stewardship and sustainability
- Ability to delegate responsibility and ensure accountability.
- Knowledge of camp related safety regulations, as well as health and sanitation requirements.
- Proficiency in office software including email, Microsoft Office
- Ability to document processes and perform recordkeeping.
- Have valid driver's license, clear Criminal Record/Vulnerable Sector check and have or be willing to obtain Standard First Aid & CPR

### ***Asset:***

- Experience with Upkeep software
- Experience working with volunteers and youth
- Certifications in Chainsaw, Working at Heights, WHIMIS

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.