



**FOR YOUTH DEVELOPMENT®**  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



**Job Title: Lead Maintenance Assistant**

Reports to: Lead Maintenance Assistant & Property Manager

### Position Summary

The Lead Maintenance Assistant is responsible for maintenance, cleanliness, and sanitation of building, equipment and property and all other tasks as assigned, including supervision to Maintenance Assistants. All staff should help ensure a safe and clean camp.

### Essential Functions

- Ensures the property is clean and safe.
- Provides lead direction and training when appropriate to maintenance assistants and other staff; reviews completed work to ensure quality and completeness; provides input to the supervisor on staff performance.
- Evaluates assigned work projects, including materials and staff resources needed to perform the work; estimates time, materials, and equipment necessary for the successful completion of projects; acquires necessary resources as appropriate.
- Inspects facilities and grounds for safety and security; identifies and reports hazardous conditions and facility maintenance needs to supervisor.
- Complete all duties listed on the daily schedule and maintain daily upkeep of assigned area and equipment with minimal supervision.
- Perform general building maintenance duties, which may include, but are not limited to, carpentry projects, changing filters and light bulbs, clearing plumbing clogs, repairing leaking faucets.
- Perform grounds maintenance duties which may include but are not limited to mowing, clearing trees and brush, and pest control.
- Perform janitorial duties, which include, but are not limited to, sweeping, mopping, dusting, trash removal, recycling, window washing, painting, vacuuming, and general cleaning as requested or needed.
- Record all needed repairs and report ALL repairs to supervisor and follow up with staff.
- Clean up blood or body fluids that could contain bloodborne pathogens.
- Assists with monitoring inventory, ordering supplies, and maintaining purchase records.
- Operate motorized equipment used for cleaning and general maintenance. This may include ez-go, tractor, mower, chainsaw, maintenance truck, etc.
- Respond to after hours or weather-related emergencies as needed.
- Strive at all times to work as a team with the rest of the Camp Olson staff to provide the greatest possible camp experience to ALL campers EVERY week.
- Cooperate amongst all levels of staff and be flexible to special assignments.

### Responsibilities of All Camp Olson Staff

- Follow all policies as outlined in the Staff Manual
- Aids in the development and education of Leadership Development Program participants
- Maintains positive working relationships with campers, parents, and other staff
- Encourages physical, emotional and spiritual growth and positive character development in all campers
- Practices cultural humility, striving to actively learn about and be sensitive to all cultures



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- Maintains the cleanliness of their living space (and communal living space) to which they are assigned
- Cares for and maintains any program equipment, supplies, and spaces they use (including program areas, staff lounge, costume closet, keys, etc.). Any observed risks or facilities in disrepair must be immediately reported to the Maintenance or Management Team.
- Assist with other job duties outside the normal scope of their job description or contract to ensure that programs run smoothly and safely, or is deemed necessary by the Camp Director.

## Work Environment

Camp Olson YMCA is located in the rural community of Longville, 3.5 hours north of the Twin Cities Metro area. Our property holds over 1,350 acres of pristine forests, lakes, fields, and trails. Our rustic cabins are ideal for small-group living.

This position works Sunday noon through Saturday noon and is provided with one night off from 6:00pm through midnight. Program and support staff live in communal housing with other program and support staff and may be required to assist with cabin coverage and other cabin duties at times. Typical work hours are from 7:45am through 10:00pm, though are subject to change.

The physical and emotional demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Capable of maintaining effective physical, mental, emotional and social interactions in our group-based, youth centered and community living program.
- Willingness to live in a camp setting, work irregular hours, with daily exposure to the natural environment.
- Visual, auditory, physical, and decision-making ability to calmly and effectively identify and respond to various hazards or emergencies.

## Qualifications

- Understanding of the mission and goals of Camp Olson and an appreciation for living out of doors.
- Ability to relate to and work effectively with a diverse staff and camper population for the fulfillment of YMCA goals.
- Ability to work independently and as a team.
- Experience in leadership, organization and risk management skills.
- Basic understanding of equipment care and upkeep.
- Must be at least 18 years old.
- Ability to lift up to 50 pounds and perform essential functions.
- Ability to pass a Background Check and sex offender registry check.

## Benefits

- Competitive weekly salary, with opportunities for bonuses based on experience and certifications.
- Room and board are included.
- Staff lounge with wireless internet and full kitchen available.
- Opportunities for professional training and certifications.
- Professional discounts through the ACA and ExpertVoice.