

4-H Camp Ohio

Maintenance Assistant (52 Weeks)

Part Time

Job Description

Position Description:

The Maintenance Assistant for 4-H Camp Ohio is responsible for assisting in the facility maintenance of this 544-acre campus. The Maintenance Assistant will work with the Facility Coordinator in developing and executing the maintenance of the 4-H Camp Ohio facility. The Maintenance Assistant may be required to be present at camp during evening and/or weekend activities or during emergencies. Work hours will be determined in consultation with the Facility Coordinator.

Qualifications:

- Must be 21 years of age or older with valid Driver's License.
- Must be mature, capable, and a mechanically-oriented person.
- Should have basic knowledge of general maintenance work.
- Must have a willingness to learn new skills.
- Must be able to use hand and power tools safely.
- Ability to climb ladders.
- Must be able to operate camp vehicles and machinery.
- Must have physical strength to lift/ load/carry at least 100 pounds and be in good physical condition.
- Must be able to assess all aspects of condition of facilities.
- Must be able to complete assigned job duties with minimal supervision.
- Ability to accept guidance and supervision and work with others.
- Must have basic computer skills.
- Plumbing or electrical skills preferred, but not required.
- Must be able to pass a background check, drug test and screening appropriate for working around youth.

General Duties/Responsibilities:

- Is responsible to the 4-H Camp Ohio Executive Director, and Facility Coordinator.
- General upkeep of buildings, grounds, and equipment.
- Assists in inventory of tools, supplies, and equipment.
- Assists with maintaining the facilities, systems, and equipment of 4-H Camp Ohio in good and safe repair. Facilities include all cabins, dining hall, recreation building, camp lodge, administrative headquarters, staff quarters, adjacent grounds (544 acres), ponds, and woodlot management.
- Responsible for keeping a good general appearance of the campgrounds and buildings, including mowing and snow removal.
- Promote and utilize prescribed safety practices in all maintenance operations and in use of equipment.
- Perform other duties as assigned by the Executive Director and or Facility Coordinator.

Time Required

- Generally, a twenty-four -hour work week will be expected (Three 8-hour days). Hours will be negotiated with the Facility Coordinator.
- Upon successful performance review, this position will continue annually.

Salary and Benefits

- An hourly wage of \$8.70 to \$12.50/ hour will be negotiated based on experience and qualifications. This position will be reviewed by the 4-H Camp Ohio Board and evaluated on an annual basis.
- This position is not eligible for paid sick leave or vacation. Days off must be coordinated with the Facility Coordinator.

Board approved 12/2019