

General Assistant (.5 fte) - Camp Assiniboia
Job Description
January, 2023

The General Assistant is responsible for care and upkeep of the grounds at Camp Assiniboia. The General Assistant will also, at times, supervise maintenance volunteers. This is a permanent half-time position. The General Assistant is required to work occasional weekends.

Accountability: The General Assistant is responsible to the Facility Manager.

Qualifications:

1. At least 2 years of experience in maintenance
2. Ability to assist and work alongside maintenance volunteers
3. Ability to supervise the work of self
4. Ability to work with others in a friendly, approachable manner
5. Familiarity with workplace health and safety guidelines and the ability to train and execute these guidelines with volunteers
6. Ability to operate large equipment (i.e. tractors, front-end loader), and power tools
7. Must be at least 18 years old and have a valid driver's license
8. Experience or interest in camping ministry an asset
9. Alignment with the goals and values of Mennonite Church Manitoba. See also MCM's Lifestyle Code and Statement of Faith. Copies available upon request
10. Must adhere to MCM's personnel policy.

Primary Responsibilities:

Primary duties:

- a) Grounds maintenance (for example, snow and ice clearing, lawn mowing, tree trimming, trail maintenance)
- b) Lake and recreational equipment upkeep
- c) Monitor and perform routine inspections of camp buildings and facilities
- d) Complete a weekly fire safety check of all buildings
- e) Fill in on animal chores when needed
- f) Other duties as assigned

Salary: Salary is based on the qualifications and experience of the applicant and is assessed according to the MCM Salary Scale. This position fits into Level 5 on the scale. This means a salary range between \$17,947 - \$20,771 (at .5 fte). Pension Plan participation, Benefit Plan coverage, and WCB coverage are included.

Working Conditions: The work week will be 18.75 hours. Work schedule may need to shift in order to handle emergency maintenance or unforeseen events (i.e. snow storms). Normally, vacation time will not be taken during peak seasons.

Inquiries should be directed to Ed Doerksen, Facilities Manager at 204-990-7835. Applications will be accepted until this position is filled. Applicants should send a resume along with the names of three references, in confidence to: assiniboia@campswithmeaning.org.