

Kedleston Gospel Camp
Kedleston Beach, SK

M a i n t e n a n c e P e r s o n

KEY ACCOUNTABILITIES:

- Maintain all buildings and structures ensuring safety codes are being met
- Develop priorities of jobs needing completion at start of each season
- Attend to daily maintenance needs that arise in a timely manner
- Evaluate jobs completed and future needs at the end of the season
- Timely response to unexpected maintenance needs
- Supervise staff according to Organization Chart

CORE COMPETENCIES / SKILL REQUIREMENTS / DEMONSTRATED BEHAVIOURS:

- Must be able to work well independently with limited supervision
- Have general understanding of mechanical equipment for operations and maintenance
- Trustworthy in reporting hours worked, jobs completed
- Report issues needing attention outside of allotted time and/or area of expertise ie: electrical or sewer repair/maintenance
- Adhere to Staff & Volunteer Code of Conduct as outlined in the Staff Training Manual

REPORTS TO: Executive Directors

Contact: Gary Stevenson 403-308-5833, gstevenson@kedlestongospel.com

G R O U N D S K E E P E R

KEY ACCOUNTABILITIES:

- Maintain grounds including mowing, trimming, garbage removal
- Report any sites needing maintenance
- Maintain equipment and practice safety procedures related to equipment
- Assist Maintenance Person, Custodians, other staff as requested.

CORE COMPETENCIES / SKILL REQUIREMENTS / DEMONSTRATED BEHAVIOURS:

- Must be able to work well independently with limited supervision
- Have general understanding of mechanical yard equipment for operations and maintenance
- Trustworthy in reporting hours worked, jobs completed

- Adhere to Staff & Volunteer Code of Conduct as outlined in the Staff Training Manual

REPORTS TO: Maintenance Person

TERM: May to August

Contact: Gary Stevenson 403-308-5833, gstevenson@kedlestongospel.com

JANITORIAL

KEY ACCOUNTABILITIES:

- Completion of job routine daily and weekly to a high standard of excellence.
- Cleaning and maintaining products in all camp washrooms
- Cleaning camp cabins as needed
- Ensure drinking water is available in all washrooms
- Empty garbages throughout camp grounds and buildings
- Advising office of need for additional supplies
- Timely response to unexpected janitorial needs
- Related duties as requested

CORE COMPETENCIES / SKILL REQUIREMENTS / DEMONSTRATED BEHAVIOURS:

- Must be able to work well independently with limited supervision
- Have general understanding of safety procedures for all supplies and equipment used as well as maintaining equipment.
- Trustworthy in reporting hours worked, jobs completed
- Maintain processes and requirements as instructed by Health Inspector
- Report issues needing attention to maintenance director
- Adhere to Staff & Volunteer Code of Conduct as outlined in the Staff Training Manual

REPORTS TO: Maintenance Person

TERM: late-May to August

Contact: Gary Stevenson 403-308-5833, gstevenson@kedlestongospel.com

CABIN LEADER

KEY ACCOUNTABILITIES:

- Model Christ-like care for campers
- Ensure the safety and fun program participation of campers in your cabin
- Ensure no camper is left out and work towards making camp accessible and fun for them.

- Participate in camp activities with your camper all day – meal times, skills, free time – essentially all their waking hours
- complete end-of-camp camper paperwork

CORE COMPETENCIES / SKILL REQUIREMENTS / DEMONSTRATED BEHAVIOURS:

- Must have successfully completed Sr LIT program or equivalent before applying
- Model the Camp Statement of Faith and Staff & Volunteer Code of Conduct at all times and has a mature Christian faith for his/her age.
- Ability to communicate and work well with groups and provide necessary instruction to campers and staff
- Manage camper behavior and apply/enforce appropriate safety regulation and emergency procedures
- Physical ability to respond appropriately to program requirements, emergency situations and weather conditions

REPORTS TO: Assistant Executive Director

TERM: July to August

Contact: Gary Stevenson 403-308-5833, gstevenson@kedlestongospel.com

For more information, see kedlestongospelcamp.com