

JOB DESCRIPTION FOR MAINTENANCE SUPERVISOR

POSITION: Maintenance Supervisor

RESPONSIBLE TO: Maintenance Manager

QUALIFICATIONS

1. Has accepted Jesus Christ as Saviour and Lord and is pursuing a growing relationship with Him.
2. Minimum 18 years of age
3. Standard First Aid / CPR
4. Police Record Check is required upon application.
5. Driver's Abstract is required upon application.

RESPONSIBILITIES

General:

1. Actively pursue and encourage a Christ-centered, discipling focus.
2. Care for the needs of his/her job.
3. Broaden the campers' interests.
4. Co-operate with and assist other staff members.
5. Participate in all staff meetings and general sessions.
6. Keep accurate records and report as required.
7. Be an example by following camp rules and regulations.
8. Welcome, encourage and help volunteers.

Specifics:

Discipling Role:

1. Conduct a Weekly Interview with each team member assigned to you.
2. Develop an Action Plan for growth with each team member assigned to you.
3. Pray up to 1 hour each day, minimum 10 minutes, for the growth and needs of the team members assigned to you.
4. Meet weekly with the Program Manager to discuss the weekly interviews.

Supervisory Role – Pre-Summer Camp:

1. Take responsibility for organizing and distributing the summer staff keys to supervisors and staff. Have each key holder sign the key agreement; keep and organize these records.
2. Prepare the CD areas for the summer, ensuring the CD areas are appropriate, relatively balanced, and stocked with necessary supplies.
3. Work with the Maintenance Manager on pre-summer maintenance projects.
4. Participate in Supervisor Training.
5. Contact each full-time maintenance worker before they arrive to introduce yourself and allow for any questions they may have.
6. Prepare instruction and training for when maintenance staff arrive and begin their preparations. Give further instruction and training during Staff Training Week.
7. Prepare a summer driver's list which includes those able to drive camp vehicles. Copy the drivers' licenses and organize the record of the licenses.

Supervisory Role – During Summer Camp:

1. Take responsibility for the SAFETY of the maintenance staff as they are involved in maintenance projects. Ensure the safety-consciousness of the team members in your charge.
2. Be readily available as a resource person to the Maintenance Team.

3. Work with the Maintenance Manager to delegate tasks as needed throughout the summer
4. Be a liaison between the Program Manager and the Maintenance Team.
5. Oversee cabin CD areas throughout the summer
6. Meet weekly with each maintenance worker (full-time & volunteer) to evaluate their work toward the objectives of the Camp. Be with maintenance workers to watch them in action and use the staff's weekly evaluations to determine on-going training and leadership development. Then carry out that training and development.
7. Ensure that new volunteer maintenance workers and staff each week are prepared for ministry.
8. Take responsibility throughout each week that volunteer maintenance workers feel comfortable with and understand their ministry role and responsibilities and that they feel a part of the team.
9. Meet weekly with the whole maintenance team to discuss and evaluate the maintenance staffs' work toward the objectives of the camp.
10. Carry out mid-summer and end of summer performance reviews for each Maintenance Team member.
11. Encourage each Maintenance Team member weekly, intentionally doing so in their love language.
12. Promote the "on-timeness" of camp scheduled activities such as meals, quiet times, etc. for the camp in general, and morning staff meetings where the Maintenance Team is concerned.
13. Attend and be prepared to give input at the weekly Supervisor's meeting.
14. Work in co-operation and conjunction with the other supervisors.
15. Prepare schedules for Maintenance Team member evenings off/activity time off.
16. Assist in Sunday camper registration as assigned.
17. Assist with drama and worship team according to skills and giftings.
18. Attend and participate in all Campfires, unless involved in other camp duties. Work with other staff to maintain an effective atmosphere at these activities.

The Maintenance Supervisor is also in charge of the general maintenance of Camp buildings and property. This includes the following:

1. Take charge of specific transportation needs that arise, i.e. out trips, staff trips, etc. **ONLY DESIGNATED DRIVERS** (designated by the Maintenance Manager) **ARE PERMITTED TO DRIVE CAMP VEHICLES.**
2. Undertake any projects that need to be done, ie: mowing lawns, chopping firewood, building evening campfires, etc.
3. Be readily available to assist with short-notice clean-ups or repairs (e.g. plunging toilets, cleaning up spills, etc.)
4. Have responsibilities for the maintenance of all Camp Caroline vehicles (eg: fuelling, changing oil, etc.).
5. See that all garbage is properly disposed of.
6. Handle all food and materials transported in and out of camp on a daily basis.
7. Put away food after it is brought into camp.
8. Make special trips into Caroline or Red Deer for supplies, etc., as needs arise.