



## Job Description

**Position Title:** Camp Aide  
**Department:** Camp Whittier  
**Reports to:** Camp Directors  
**Days:** Year-Round

**Status:** Part Time  
**Hours:** Varies  
**Pay Range:** \$16.00 - \$18.00  
**Benefits:** N/A

**Summary:** Under the direction of the Camp Director, assist in the maintenance and repair of the camp's buildings, grounds, equipment and other facilities consistent with the mission and established policies and procedures of the camp. Also would perform most of the housekeeping duties and some of the kitchen and cook duties.

### Key Job Responsibilities:

- Clean cabins, lodges, bathrooms, dining hall, kitchen, and the like according to health code standards (duties include sweeping, scrubbing, waxing floors, washing windows and screens, etc.)
- Replace and/or stock soap, toilet paper, paper towels, etc.
- Maintain camp grounds and area
- Empty trash cans and recycling cans
- Operate necessary grounds care equipment such as mower, tractor, chainsaw, etc., in a safe and efficient manner
- Be aware and make necessary changes to hazards found in camp
- Assist in the repair of buildings and facilities (make minor repairs as needed)
- Paints or stains building exteriors and interiors
- Maintains shop, maintenance yard, and equipment related to building maintenance and other related duties in safe and sanitary condition
- Ability to greet rental groups and assist them courteously when necessary
- Assists Maintenance Supervisor as agreed upon with projects where additional strength/support is needed
- Provides assistance for camp programs or kitchen/cook help if needed
- Performs all duties in accordance with prescribed regulatory compliance guidelines, including local, state and federal guidelines as well as American Camp Association accreditation standards
- Assist with emergencies on site
- Follow schedule for checking equipment for safety, cleanliness and good repair
- Responds to emergencies, accidents, fires, weather-related problems

### Qualifications:

- A high school diploma or its equivalent or two years of experience in a facility and site maintenance, construction, or grounds keeping business.
- Current certification in first aid and CPR is desirable.
- Valid and current driving license.
- Cleared background check/drug screen



**Knowledge, Skills, Abilities:**

- Ability to work on a team, relate and work well with others.
- Self-starter and organizer.
- Ability to accept guidance, direction and supervision.
- Proficiency in the safe and proper use of power equipment and tools, heavy and light machinery, and building materials.

**Physical Demands:**

- Ability to understand and implement safety regulations and procedures
- Ability to walk, stand, bend and stretch
- Ability to lift, up to approximately 50 pounds, and occasional lifting of equipment weighing up to approximately 75 pounds may be required.
- Ability to safely and properly use power tools and equipment
- Ability to safely drive cars, light trucks, tractors, and other motorized vehicles
- Visual and auditory ability to identify and respond to environmental and other hazards related to the camp operation.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness or injury).
- Ability, both visual and auditory, to identify safety hazards and monitor guest and staff behavior and enforce appropriate safety regulations and emergency procedures

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to high, precarious places; outside weather conditions; extreme cold and extreme heat. The noise level in the work environment is usually moderate.

Operate with daily exposure to the sun and heat and other environmental conditions.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Camp Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_