



SUMMER CAMP TEAM

JOB TITLE:	Facilities Assistant	JOB CATEGORY:	Facilities
Department/Group:	Facilities	Location	21164 Steptoe Hill Rd. Middleburg, VA, 20117
Level/Salary range:	Minimum Wage base salary depending on skills and experience	Position type:	P/T 30 hours weekly flexible schedule
Supervisor	Facilities Manager	Date posted:	9.24.2024
Will train applicant:	Yes	Posting expires:	N/A

APPLICATIONS ACCEPTED BY:

Fax or Email:	maintenance@camphighroad.org	Subject line:	Facilities Assistant
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JOB DESCRIPTION

Role and Responsibilities

Assist with:

1. Routine Maintenance
2. Break / Fix and Repairs
3. Fleet Management
4. Land Management / Mowing
5. Snow Removal
6. Pool Management
7. Camp security Safety
8. Service Project Coordination
9. Camp Presentation
10. Firewood
11. Guest Greeting
12. As needed expected to provide programming and catering support to other departments
13. This is not a complete list; other duties may be assigned as needed

Qualifications and Education Requirements

- Foundation in Christian Beliefs
- Some Experience with equipment and tools

Preferred Skills

- Interest in Outdoor camp activities
- Electric/Plumbing Carpentry

Additional Notes

This position reports to the Facilities Manager and assists in all aspects of camp facilities. Work week may include weekends

REVIEWED BY:	Camp Director	DATE:	10/1/2024
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