



PROPERTY ASSISTANT

2024 DATES: June 18 - August 5 (includes training, summer camp, & time-off periods).

2024 POSITION SALARY: \$375 per week for 7 weeks with potential for weekly or per diem employment before and/or after the summer camp season.

Housing and Meals provided.

REPORTS TO: Property Manager & Camp Director

PRIMARY RESPONSIBILITY: To assist the Property Manager in maintenance of Camp Little Notch, and to assist with other camp-wide duties as assigned.

MINIMUM QUALIFICATIONS:

- Be at least 17 years of age
- Commitment to bringing the Camp Little Notch Mission to life
- Valid driver's license and willingness to drive camp vehicles
- Basic building and maintenance skills
- Strong work ethic and willingness to learn

ESSENTIAL JOB RESPONSIBILITIES:

- Under the direction of the Property Manager, assist in the following areas of camp maintenance: lawn care, weed-whacking, water system maintenance and testing, pest removal, tent repair, tree and brush clearing, basic road repair, painting and staining, dock maintenance, and equipment maintenance.
- As assigned, assist with kitchen duties, including:
 - Assist in the cleaning of the kitchen and dining hall.
 - Assist with all aspects of meal preparation as assigned, including, but not limited to, washing and peeling, chopping, baking, mixing, etc.
 - Assist in routine sanitation of kitchen equipment and dishes.
- Assist with weekly check-in and check-out procedures including parking, moving luggage and other duties as assigned. Welcome campers to their session in a positive, inviting, outgoing and inclusive manner.
- Interact with campers' parents in a consistently positive and welcoming manner, utilizing strong customer service skills and maintaining good rapport.

- Assist with weekly camp clean up, to include sweeping, mopping, sanitizing, trash pick-up, restocking paper products, hand soap, etc.
- Participate in responding to emergencies as directed.
- Assist in other camp duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Clear communication skills.
- Ability to work productively in a fast-paced environment.

PHYSICAL ASPECTS OF THE POSITION:

- Ability to lift/carry 50 pounds, climb ladders, reach, and work in confined space.
- Ability to work with standard maintenance supplies such as paints, solvents and disinfection chemicals.
- Ability to operate standard grounds-keeping equipment including push and riding mowers and weed-whackers.
- Ability to endure standing for long hours and perform activities such as running, bending, stooping, and stretching.
- Ability to traverse varying terrain while moving between activities.
- Ability to operate with daily exposure to the sun, heat, and varying environmental conditions.
- Endurance to meet emergency needs.
- Ability (and willingness) to live in a communal camp setting with adults and children while working irregular hours.

I acknowledge that I have read and understand this job description and have received a copy for my records.

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| Employee Name: | | Date: | |
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