

## **Camp Maintenance Coordinator Job Description**

**Role Title:** Camp Maintenance Coordinator  
**Reports To:** Camp Director  
**Positions Supervised:** Summer maintenance teams and work crew at Camp Silversides

### **Overview of Role**

One Hope Canada is considered a Religious Order under the provisions of the CRA and as such, missionary employment with One Hope Canada is seen as following God's unique invitation. Members, and those aspiring to be members, must be in agreement with standards of spiritual and personal suitability, and are therefore required to sign a Statement of Affirmation annually.

Empowered by the Director, the Maintenance Coordinator, with the tools and resources provided, is entrusted with fulfilling the purpose of One Hope Canada both personally and within their camp, and is responsible for all maintenance and upkeep of the camp. This includes working with and leading summer maintenance teams and work crew.

### **Primary Objectives**

- To present the Gospel, particularly to those having the least opportunity to hear of Christ, and especially to children and youth, and to disciple believers for living and serving through His church
- To accomplish the primary objective through camping ministry, by effectively maintaining safe and usable facilities.

### **Key Responsibilities:**

- Ensure the Gospel is a part of all aspects of camp and other ministries
- Ensure all facilities and equipment are maintained and kept up to standard and maintenance records are current.
- Monitor activities to ensure safety procedures are followed
- Hire, train and oversee (*supervise*) all maintenance personnel
- Promote the camp within the local church and community
- Manage issues as they arise and follow appropriate procedures
- Ensure the confidentiality of private information of missionaries, volunteers, summer missionaries, campers, etc. will remain confidential as per the One Hope Canada Privacy Policy.

**Core Competencies**

- Passion for the Gospel
- Time Management
- Communication
- Planning and Organizing
- Self-Motivation
- Good Judgement

**Job Requirements**

- Follower of Christ
- Obtain a Criminal Record Check and Vulnerable Sector Check

**Education and Experience**

- Experience in carpentry, equipment maintenance, small engine mechanics considered an assets
- Experience with camping ministry is an asset

**Physical Demands**

While performing the role of Camp Maintenance Coordinator, it is important to be able to move around the campsite and fulfill all maintenance requirements issues.