



Camp Westminster
Westminster Church of Detroit

Summer Maintenance Director Job Description

CAMP WESTMINSTER ON HIGGINS LAKE

The Summer Maintenance Director is a vital part of our summer leadership team and is primarily responsible for the site and facilities. This means making sure that the physical assets of Camp Westminster are well maintained and in optimal condition for summer programming. In addition, the Summer Maintenance Director will supervise maintenance support staff, maintenance volunteers, and mission work groups volunteering their labor at Camp Westminster.

The Summer Maintenance Director also functions as a risk management officer, continually assessing for risks in site and facilities and collaborating with leadership in mitigating them.

The Summer Maintenance director will live in Camp Westminster housing during the summer, be present while camp is in operation, and supervise summer start-up and shutdown at least one week before and after camp.

Total Commitment: May 31 - August 19, 2023

Duties

- Supervises or performs general repairs, maintenance, and upkeep of camp buildings, grounds, vehicles, watercraft, waterfront, and supportive systems.
- Ensures that on a daily basis:
 - Bathroom and shower facilities are cleaned and maintained
 - Trash is collected and moved to the dumpster.
 - Significant dead and dangerous trees are dealt with safely.
 - Monitors propane tanks, requesting a refill when needed.
- Plan proactively to address anticipated maintenance issues.

- Maintain fuel and operation of powered watercraft, especially those needed for rescue.
- Interfaces with external vendors as needed.
- Support and supervise Support Staff.
- Performs other tasks as assigned by the Program Director or Camp Director.

Qualifications

- Experience (5+ years) with hands-on facilities maintenance or operational support.
- Competency in at least one trade that can be used to maintain the camp's physical resources.
- Ability to obtain a chauffeur's license.

Core Competencies

- Knows their limits and when to ask for help;
- Enjoys working with and around children, teaching young adults;
- Willingness to proactively pitch in to support the program and their coworkers as needs arise.
- Able to communicate clearly verbally and in writing.

Compensation

- Weekly salary of \$450-\$550 during the summer season based on qualifications and experience.
- A fair rate of pay for work outside the summer season will be negotiated as needed.
- On-site housing during the summer season is available.
- Meals are provided by kitchen staff when the camp kitchen is in operation.

Physical Requirements

This role requires a moderate amount of physical activity that may include but is not limited to: ability to move from one end of camp to the other (approximately ¼ mile) without tiring at speed sufficient to keep up with campers, safe movement over uneven ground in various lighting, manipulating objects and equipment up to 50 pounds over short to moderate distances, able to use physically intensive hand tools such as shovels, trimmers, chainsaw, etc.