

# **Girls Quest Camp Oh-Neh-Tah**

## **MAINTENANCE ASSISTANT**

### **Job Description**

Girls Quest operates Camp Oh-Neh-Tah, nestled on the edge of the northern Catskills, less than a three (3) hour drive from New York City. Situated on 400+ acres, staff and campers have an experience of a lifetime through outdoor and educational activities, and interacting with a diverse and strong community. Building on an 80 year legacy of serving underserved girls from NYC and Greene County, Camp Oh-Neh-Tah will offer a one (1) week session for 50 campers with 30 staff in 2019. Staff commitment is 12-16 days. For more information about Girls Quest and our program, please visit our website at [www.girlsquest.org](http://www.girlsquest.org).

#### **JOB SUMMARY**

The Maintenance Assistant works directly with the Property Manager and Camp Director to address maintenance issues and help maintain the safety of the grounds at camp. This individual helps ensure that camp is in good operating condition and performs general maintenance and repair of the buildings, grounds and equipment at camp. This position assists the Kitchen staff after the evening meal and supports the Camp Director with the camp program as needed. The Maintenance Assistant is expected to take the initiative to handle routine maintenance tasks as needed.

The Maintenance Assistant is considered as "Support Staff" and is a part of the daily life at camp. This individual provides necessary services that are the foundation of camp. Support staff is encouraged to participate in special camp days and campfires. There may be times when support staff may be asked to fill in for General Counselors during the evening meetings.

#### **RESPONSIBILITIES**

- Handle painting, screening, and building repair as directed by the Property Manager and Camp Director
- Mow lawns and control weeds as directed by the Property Manager and Camp Director
- Oversee recycling and compost areas as directed by the Property Manager and Camp Director
- Track and keep up-to-date record of maintenance performed in Maintenance Log
- Inspect camp vehicle daily and record in the Vehicle Maintenance Log
- Show respect for all camp equipment
- Assist Kitchen with deliveries
- Work with Kitchen staff in evening to clean and close the Dining Hall and Kitchen for the day
- Assist in various aspects of camp program as requested by the Camp Director, as duties permit
- Be willing to step out of your personal comfort zone or box
- Attend and participate in all continued training and staff meetings
- Be adaptive and respectful of all camp participants and the camp environment
- Maintain open communication with all staff
- Help maintain camp spirit

#### **QUALIFICATIONS FOR ALL STAFF**

- Desire to work and live in the outdoors for two (2) weeks in upstate New York
- Maturity, good moral character, and integrity
- Understanding and liking of children; knowledge of behavioral issues a plus
- Patience and sensitivity to the needs of children
- Willingness to work as a team player for the benefit of the girls entrusted to our care
- Willingness to forgo significant use of technology except during unscheduled times
- Acceptable Health Exam and current Immunization Record
- Attend mandatory Training Session at camp prior to campers' arrival

#### **QUALIFICATIONS/REQUIREMENTS**

- Must be at least 18 years of age
- Experience in landscaping, maintenance work, handling tools, small motor repair, carpentry, plumbing, and electrical work

**SUMMER 2019 SCHEDULE**

**Wednesday, August 7**—Arrive at camp by 12:00 Noon to begin training and duties

**Sunday, August 11**—Full Staff Training Begins at 12:00 Noon

**Thursday, August 15**—Campers Arrive

**Thursday, August 22**—Campers Depart. Camp Closing Begins

**Friday, August 23**—Staff Depart in the Morning

**NOTE:** Sleeping cabins are rustic, but have electricity and are adjacent to sanitation facilities. Laundry facilities available. Bedding provided, but bring your sleeping bag. Abundant wild life.

**TO APPLY**

Complete Camp Staff Application 2019 and provide Resume and three (3) Letters of Recommendation. Send to: Constance Stine, Camp Director, Camp Oh-Neh-Tah, 7636 E. Oasis, Mesa, AZ 85207, or Email:

[campdirector@girlsquest.org](mailto:campdirector@girlsquest.org) **NOTE:** Background checks will be conducted.