



## Facilities and Site Maintenance Assistant: Two Seasonal Contracted Positions

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### **Vision:**

People of all ages may experience community, restoration, and physical and spiritual growth in a Christian camping and retreat environment. These ends will be achieved in a manner that justifies the resources invested. Accordingly, and in order of priority: people at camp, especially children, are introduced to Jesus and His teachings; people at camp build meaningful connections, foster existing relationships, and create new friendships; people at camp feel refreshed, rejuvenated, rested, and reconnected; and people at camp acquire leadership skills, participate in physical activities, and receive teaching to grow in their Christian journey.

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### **Purpose:**

The Facilities and Site Maintenance Assistant will provide onsite construction, maintenance, and custodial support at Camp Harmattan for a seasonal contract. This individual will be responsible for support the facilities and site team with the following functions: core cleaning and servicing, custodial inventory and supply management, set-up and tear-down support, maintenance planning and execution, troubleshooting, diagnostics, and repairs, facility and site development and construction execution, facilities and site department team building, deep-cleaning special projects, external service engagement, oversight of volunteers assigned to construction, maintenance, and custodial functions, general camp, external bookings, and special events support, general camper and guest services, clean, professional, and safe work environment, safety and regulatory compliance, as well as post-summer camp season responsibilities.

**Department:** Facilities and Site Department

### **Expectations of all Camp Harmattan Team:**

- Uphold the vision, mission, values, and strategic plan of Camp Harmattan with the highest standard of excellence.
- Uphold and adhere to Camp Harmattan and external regulatory policies, procedures, best practices, principles, and standards.
- Possess a willingness to step outside of specific roles and responsibilities to help Camp Harmattan accomplish its vision and mission.

### **Core Responsibilities:**

#### **Core Cleaning and Servicing:**

- Work with the Facilities and Site Manager and the General Operations Director to establish a daily cleaning and servicing custodial plan, as appropriate, for camp facilities, amenities and assets.
- Complete all daily cleaning tasks identified in the cleaning and servicing custodial plan such as, but not limited to: sweeping and mopping facility floors, cleaning, refreshing, and servicing washrooms, wiping down and dusting interior surfaces, and ensuring site laundry is cleaned, dried, and properly stored (with the exception of kitchen laundry), among other daily cleaning and tidying as required.
- Adjust daily cleaning tasks, as necessary, based on the site schedule and level of camper and guest presence.
- Stock, service, and refresh, as necessary, all facilities and amenities within custodial responsibility.
- Complete responsive cleaning tasks as identified by the Facilities and Site Manager and/or the General Operations Director that are additional to the established cleaning and custodial plan.

**Custodial Inventory and Supply Management:**

- Identify and plan for custodial supplies needed to service site facilities and amenities throughout the contracted term.
- Establish inventory systems and processes, and work with the Facilities and Site Manager to maintain an effective supply of custodial cleaning and servicing inventory.
- Submit regular custodial inventory orders that are cost effective and meet timing requirements.

**Set-up and Tear-Down Support:**

- Establish ongoing communication with the Facilities and Site Manager and other appropriate staff to identify and plan for camper and guest set-up needs and requests.
- Work with the camp team to execute all set-up and take-down of site and facility spaces for events, summer camps, other camp programming, and external bookings.

**Maintenance Planning and Execution:**

- Assist the Facilities and Site Manager’s weekly, monthly, and annual maintenance systems, plans, and procedures to establish planned maintenance, operational servicing, and non-emergency repairs for all Association facilities, assets, and grounds, and ensure the consistent completion of the above.
- Perform routine site, facility, and asset inspections to identify the necessity for maintenance or repairs not previously noted.
- Initiate, facilitate, and provide oversight to, and ensure the completion of maintenance projects and planned repairs.
- Assist with planning for, oversight to, and completion of seasonal set-up and tear-down to preserve assets, as required.

**Troubleshooting, Diagnostics, and Repairs:**

- Troubleshoot, diagnose, and repair basic mechanical, plumbing, electrical, and other infrastructure, asset, and site problems that emerge.

- When necessary, engage external expertise and service providers to resolve issues that are beyond the required skill set of the Facilities and Site Manager, Facilities and Site Assistant, camp staff, and/or accessible volunteers.
- Provide critical and timely assistant leadership and oversight to emergency or emerging issues which may detrimentally affect the infrastructure, grounds, and assets, or potentially disrupt the operations and contractual obligations of Camp Harmattan.
- Identify for the General Operations Director and Facilities and Site Manager if/when repairs may exceed a facility or asset's reasonable lifecycle and necessitate an alternative investment and/or solution.

**Facility and Site Development and Construction Execution:**

- As appropriate, serve as alternate project manager for minor or major infrastructure and facility decommissioning, repairs, renewals, and relocations, in addition to new construction projects.
- Support the Facilities and Site Manager to complete annual minor and major capital project priorities, as identified by the General Operations Director.

**Facilities and Site Department Team Building:**

- Participate in training and skill development programs, as applicable, for staff within the Facilities and Site Department.
- Work with scheduled seasonal staff and volunteers identified within the Facilities and Site Department's portfolio to ensure sufficient and suitable coverage for all operating functions the Facilities and Site Manager has leadership oversight of.
- If there is a summer staff absence or illness, support the Facilities and Site Manager's reasonable adjustments to ensure all functions are fulfilled according to camp's policies, procedures, and other safety requirements.
- Provide assistance, as necessary, to conflict management and resolution as necessary for matters within the Facilities and Site Department.
- Support other camp staff in the recruitment and engagement of volunteers in support of camp's infrastructure and operational functions.

**Deep-Cleaning Special Projects:**

- Work with the Facilities and Site Manager and the General Operations Director to establish a weekly, monthly, quarterly, and annual cleaning and custodial plan, as appropriate, for camp facilities, amenities, and assets that are not included in the daily cleaning and servicing schedule.
- Complete deep-cleaning special projects as identified by the Facilities and Site Manager and/or the General Operations Director that are additional to the established cleaning and custodial plan.

**External Services Engagement:**

- Support the Facilities and Site Manager to develop productive and financially competitive working relationships with professional contractors, vendors, and trades necessary to fulfill planned and emergency projects to sustain Camp Harmattan's infrastructure and operations.

- As necessary, coordinate the engagement of, provide oversight to, and work with external service providers to complete projects identified in Camp Harmattan’s facility, site, and asset management plans.

**Oversight of Staff and Volunteers Assigned to Construction, Maintenance, and Custodial Functions:**

- Give task-focused instructions and provide oversight to seasonal staff and volunteers when assigned to construction, maintenance and custodial services.
- Work with the Facilities and Site Manager to schedule seasonal staff and volunteer support to ensure sufficient and suitable coverage for all construction, maintenance, and custodial responsibilities.
- When delegating tasks for a specific shift, communicate plans, special instructions, and provide onsite training to the designated volunteer support.

**General Camp, External Bookings, and Special Events Support:**

- As requested by the General Operations Director and/or the Facilities and Site Manager, participate in staff planning meetings in support of Camp Harmattan’s signature events that fall within the Facilities and Site Maintenance Assistant’s contract terms.
- Be responsive to additional custodial requests from the Facilities and Site Manager.
- Coordinate with staff and volunteers, as appropriate, to assist with camp, rentals, and special events execution with a high standard of excellence.

**Operational Sustainability:**

- Work collaboratively across departments to improve the environmental sustainability of camp operations by reducing energy, material, food, and water waste.

**General Camper and Guest Services:**

- Provide hospitable onsite welcome, orientation, and core administration to campers and guests, as necessary, and in support of Camp Harmattan events, camps, and other programs.
- When necessary, provide onsite leadership to address guest complaints and security concerns.
- Assist the Facilities and Site Manager in providing oversight to the campground and, when necessary, serve as the point of contact for campground guests.

**Clean, Professional, and Safe Work Environment:**

- Ensure all onsite construction, maintenance, and custodial preparation and storage areas are tidy, clean, and orderly.
- Ensure that all construction, maintenance, and custodial equipment throughout the site is regularly serviced to ensure it properly functions and meets safety standards.
- Identify any infrastructure or equipment that is in need of health, safety, or regulatory repair or replacement to the Facilities and Site Manager.

- Identify concerns, serious incidents, and challenges requiring senior or executive leadership awareness or action to the Facilities and Site Manager and/or General Operations Director in a timely manner.
- Proactively identify potential issues and challenges for the Facilities and Site Manager and provide viable solutions.

**Safety and Regulatory Compliance:**

- Support the Facilities and Site Manager in fulfilling security initiatives and creating a safety culture at Camp Harmattan.
- Ensure that Camp Harmattan’s facilities, site, assets, and operational procedures comply with all building codes, safety codes, worksafe, Occupational Health & Safety, and other relevant safety and regulatory policies and procedures.
- Serve as the secondary point of contact for regulatory entities, emergency service providers, health officials, and other safety and regulatory organizations and officials.
- Assist the Facilities and Site Manager in providing oversight, facilitation and ensuring the safe operation of equipment onsite.

**Post-Summer Camp Season Responsibilities:**

- Debrief with the Facilities and Site Manager on the successes and challenges of the summer camp season, and summarize recommendations for consistency and changes for future summer camps and Camp Harmattan in general.
- Complete a deep post-summer camp clean, manage custodial inventory in a way that accounts for off-season special events and guest bookings, and seasonally decommission equipment that will not be utilized over the winter.

<p><b>Primary Working Relationships:</b></p> <ul style="list-style-type: none"> <li>● Facilities and Site Manager</li> <li>● Operations Director</li> <li>● Facilities and Site Assistant</li> <li>● Seasonal Staff</li> </ul>	<p><b>Other Key Working Relationships:</b></p> <ul style="list-style-type: none"> <li>● Executive Director</li> <li>● Food Services Coordinator</li> <li>● Camp Harmattan Affiliates</li> <li>● Camp Guests</li> <li>● External Service Providers</li> </ul>
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**Expected Competencies and Attributes:**

- All employees for Camp Harmattan’s non-ministry positions must review the Church of the Nazarene Statement of Faith, however, are not required to be in agreement with it; they are, however, expected to act and speak in a way that does not demean or discredit it.
- The Facilities and Site Maintenance Assistant must agree to abide by the Association’s policies, procedures, and expectations.
- Exceptional Team and Leadership Skills:
  - A self-initiator who possesses a friendly, approachable, professional demeanour and a positive, team-oriented attitude.
  - Ability to coordinate with staff and volunteers and effectively delegate tasks, as necessary.
  - Ability to multi-task and appropriately prioritize simultaneous tasks, responsibilities, and

- adapt to changing priorities.
  - Demonstrated proactive commitment to general professional standards and external regulatory requirements.
  - Ability to troubleshoot and problem-solve general issues and determine what requires escalation to executive leadership.
- Experience (1+ years) performing maintenance and/or custodial services preferred, but not required.
- Experience (1+ years) in camping ministry is an asset.
- Good health, stamina, and ability to participate in demanding hours and physical labour.
- While not required, residency in reasonable proximity to Camp Harmattan preferred.
- Class five driver's license required.
- Clean background checks (both criminal and vulnerable sector checks are required).

**Standards of Practice:**

- The Facilities and Site Maintenance Assistant will be compensated at a competitive rate of \$18/hour and will be engaged through a 10 to 16 week seasonal contract that aligns with Camp Harmattan's business processes. In addition to the summer contract, the Facilities and Site Maintenance Assistant will be given an opportunity, if desired, for an hourly rate for casual engagement of services in the non-peak season.
- Camp Harmattan is a mission-based organization whose programs fall outside a stereotypical Monday-Friday work week. Days off/Statutory Holidays may fall irregularly while adhering to Alberta Labour Standards for employment.

**Working Conditions, Expectations and Requirements:**

- The average work week for the Facilities and Site Maintenance Assistant will be as follows, subject to terms of the General Employment Agreement:
  - May 11 to June 30: 14 to 21 hours/week
  - July 1 to August 31: 25 to 40 hours/week
  - September 1 to May 10: Possible casual engagement
- Requested dates off from scheduled camp days between June 15 to August 30 will be submitted for review and approval by the Facilities and Site Manager by June 1.
- The Facilities and Site Maintenance Assistant will be required to be physically onsite at Camp Harmattan to fulfill the position's core responsibilities for hours of work.
- Willingness to work evenings, weekends, and statutory holidays, as required.
- Willingness to actively engage in other duties as required to fulfill Camp Harmattan's vision and mission.

**Accountability and Reporting:**

- The Facilities and Site Maintenance Assistant reports directly to the Facilities and Site Manager and, in the case of the absence of the Facilities and Site Manager, the General Operations Director.
- The Facilities and Site Maintenance Assistant is expected to engage feedback about construction, maintenance, and custodial standards through informal and formal means, and be open to constructive feedback from appropriate sources.
- Year-end performance reviews will be conducted with the Facilities and Site Manager.

- The Facilities and Site Maintenance Assistant will participate in staff meetings with other members of staff when called.
- The position is required to regularly check-in with the Facilities and Site Manager to update on general progress and challenges experienced in areas of responsibility.

**Interested applicants are invited to apply online at [www.campharmattan.com](http://www.campharmattan.com) by March 15, 2026. Only candidates selected for an interview will be contacted. All applications will be kept on file at Camp Harmattan for twelve months.**