



## Facilities and Site Volunteer

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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 Volunteer will support the Facilities and Site Manager in executing facilities and site maintenance and general operational services of Camp Harmattan. This individual will be responsible for facilities and site operations support, set-up and tear-down, and custodial services support, maintenance execution, troubleshooting, diagnostics and repairs, safety and regulatory compliance, and general event support.

**Department:** Facilities and Site

### **Core Responsibilities:**

#### **Facility and Site Operations and General Event Support:**

- Be present onsite and coordinate with staff and volunteers to execute camps, events, and bookings with a high standard of excellence and to connect with volunteers, camp affiliates and guests.
- Check and stock supplies and necessities in all camp facilities and throughout the site.
- Provide logistical support to the Facilities and Site staff team to fulfill operational functions.
- If approved by the Facilities and Site Manager, safely operate and maintain power tools, service vehicles, and construction equipment.

#### **Set-up, Tear-Down, and Custodial Services:**

- 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.
- Coordinate with the Facilities and Site Manager to ensure that the custodial plan is effectively completed, and provide custodial support when necessary.

**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.
- Provide critical and timely assistance 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.

**Infrastructure and Asset Planning and Execution:**

- Work with the staff team to complete identified annual capital plan priorities, recognizing that a reasonable balance between infrastructure repairs, renewals and new projects will need to be accommodated within seasonal considerations.

**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.
- Assist the Facilities and Site Manager by ensuring the safe operation of equipment onsite.

**Facilities and Site Department Team Building:**

- 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.

**Expected Competencies and Attributes:**

- Must be a committed Christian with a strong personal faith and understanding of Biblical teachings that align with the Church of the Nazarene's "Statement of Belief". The Facilities and Site Volunteer must also 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.
  - Proven leadership and communication skills.
  - Ability to multi-task and appropriately prioritize simultaneous projects, files and 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.
- Strong general maintenance, mechanical and construction skills are required, with basic logistical, audio-visual, carpentry, electrical, and plumbing skills considered an asset.
- Demonstrated experience working with support staff, volunteers, guests, and external suppliers, and an ability to build trusting and productive relationships.
- Good health, stamina, and ability to participate in physical labour.
- Ability to safely and effectively operate heavy equipment, service vehicles, and/or power tools.
- Clean background checks (both criminal and vulnerable sector checks are required).

**Working Conditions, Expectations and Requirements:**

- The average volunteer week for the Facilities and Site Volunteer will vary depending on the necessity for additional assistance in Facilities and Site Maintenance, with peak necessity for volunteers being July and August.

**Accountability and Reporting:**

- The Facilities and Site Volunteer 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.