

# Camp Mimanagish

## JOB DESCRIPTION

### Camp Assistant

The Camp Director is responsible for the smooth operation of the camp. The camp Assistant position was created to provide the continuity at camp and to allow the Director the flexibility to assign staff members to a variety of roles on site.

**REQUIREMENTS:** High School Diploma or GED, Food preparation and maintenance skills preferred, good communication skills

**SUPERVISOR:** Camp Director

**SALARY:** \$400.00 per week including Room and Board and 1 paid day off per week.

**SUMMARY OF RESPONSIBILITIES:** Minimum expectations for this position would include, but is not limited to:

The Camp Assistant role falls into the following positions:

- Kitchen support under the direction of the Head Cook(s) Includes but is not limited to:
  - Prep work
  - Food procurement
  - Kitchen/Dining area cleanup
  - Mealtime continuity
  - Other duties assigned by the Head Cook(s) or Camp Director
- Camp Maintenance/Janitorial under the direction of the Camp Director. Responsibilities include but are not limited to:
  - Day to day operation of the camp's physical facilities including cleaning and maintaining the entire site
  - General repair, maintenance and upkeep of the camp site
  - Cutting and stacking wood for entire site
  - Hauling garbage to the Big Timber disposal site as needed
  - Keeping camp vehicles in good working order
  - Keeping camp vehicles properly serviced and repaired
  - Keeping maintenance and accounting records and submission of weekly reports to the conference office or Camp Director
  - Supervise sales and inventory of the camp store
  - Preparation and maintenance of ongoing summaries of current season inventories for the kitchen, bathhouse, cabins etc.
  - Ensuring all facilities are clean and well stocked with needed supplies
  - Supervising any fires burning in the outdoor fire pits
  - Other duties as assigned by the Camp Director

Program Support as needed under the direction of the Program Leader. Responsibilities include but are not limited to: -

- Participation in daytime events in a support role and overnight cabin supervision as needed

Working in a mountainous camping environment can often be stressful and demanding. We would like all applicants to be aware of this.

Period of employment will be negotiated with the Committee on Outdoor Ministries (COM) at time of employment.