

Erie County 4-H Camp, Inc. Kelleys Island, Ohio, Lake Erie

Job Description

Position: **Maintenance**
(Two positions available)

Maintenance staff is to maintain camp facilities and equipment. Work in cooperation with the Executive Director. Job includes the following.

1. Repair any damage to facilities in a timely matter.
2. Mow all grass, including trimming.
3. Keep maintenance building neat and orderly at all times.
4. Check trail lights daily to ensure proper lighting.
5. Responsible for daily trash pick up.
6. Responsible for hauling cardboard to transfer station.
7. Check fluid levels in all vehicles and equipment daily add fluids as needed.
8. Check all smoke detectors weekly.
9. Clean all compressor fans weekly of debris to ensure proper operation.
10. Before sessions starts have boats in the water ready to go and take the boats out at the end of each day.
11. Rake beach daily.
12. Wear all pertinent safety equipment at all times.
13. Maintain friendly, and helpful attitude toward campers and staff at all times.
14. Staff rotation duties.
15. Assist in daily cleaning of staff house.
16. All other duties assigned by the Executive Director.