



HEAD MAINTENANCE

Positions Available: 1

Reports to: Facilities Manager, Assistant Director

Supports: Maintenance Counsellors

GENERAL FUNCTION:

The Head Maintenance is responsible for the regular maintenance routines which help keep the Cairn Family of Camps safe, clean and operational. They work with the Facilities Manager to ensure the preservation and development of the site.

KEY RESPONSIBILITIES:

- Willingness to do what needs to be done for the benefit of campers' experience.
- Demonstrate strong support and commitment to the mission and core values of the Cairn Family of Camps, and to serving its campers, staff, families, and all program participants.
- Be aware of and adhere to all camp regulations and policies.
- Work with the Facilities Manager in supervision of staff duties, ensuring that proper and adequate supplies are provided.
- Supervise, support and provide necessary training to Maintenance Counsellors.
- Help to keep all staff areas safe and clean.
- Ensure the garbage, recycling and cardboard behind the kitchen is cleared at the end of the day.
- Ensure regular upkeep and maintenance of the physical site.
- Complete a year-end report outline the roles & responsibilities of the job and suggestions for the upcoming seasons.
- The successful applicant is required to live onsite for the duration of the summer camping season.

EXPERIENCE & QUALIFICATIONS:

- Standard First Aid/CPR-C
- Clear Police Reference Check and Vulnerable Sector Screening
- Mandated training (including AODA, Workplace Violence & Harassment, Health & Safety Awareness, Child Protection, etc.) is required before or shortly after commencement of work
- G-class driver's license (recommended)
- Preference will be given to candidates who are available for a 4-month contract (May to August).