



MAINTENANCE

Camp Penn, Waynesboro, PA

The Camp and Retreat Ministry cultivates authentic connection in Christ, community, and creation.

PRIMARY PURPOSE

As a member of the Camp Penn staff, Maintenance supports the overall daily operation of the year-round camp and retreat program primarily through the upkeep and maintenance of Camp Penn facilities and grounds.

ACCOUNTABILITY

The Maintenance person is accountable to the Center Director.

LOCATION

Camp Penn, Waynesboro, PA

HOURS

This is a part-time, seasonal position running April – November. Hours 15-20 per week. Opportunity for 30 hours during months of June-August if desired. Typically, no more than 6 hour shifts scheduled for a day.

COMPENSATION

\$10 - \$15 per hour depending on experience.

RESPONSIBILITIES OF SUMMER MAINTENANCE STAFF

Groundskeeping:

Maintain well-groomed grounds that are safe, visually pleasing, and inviting.

Mowing, trimming, weeding, leaf and debris removal, trash removal, gutter and down spout cleaning, tree trimming, campfire wood cutting, splitting, storage and staging for guest group use, pressure washing walkways and buildings, exterior painting, plowing road and parking lots, snow-blowing walkways, etc.

Building maintenance and repair:

Maintain the proper function, operation and aesthetics of the facilities and amenities.

Lighting, windows and door function, basic plumbing, basic electric, draining seasonal water lines, basic construction repairs, maintaining well houses, wall repairs and painting, hardware, trash removal.

Maintenance of equipment:

Maintain equipment in good operational readiness.

Tune ups, oil changes, blade sharpening, maintain proper fuel mix, fluid levels, tires, cleanliness of equipment, routine maintenance as suggested by manufacturer.

Summer camp and retreat program:

All Camp Penn staff are expected to be a contributing member year-round ministry that consists of retreat programs and summer camp. This responsibility includes participating in staff meeting and trainings, treating the summer staff as coworkers, treating other staff as team members, and conducting oneself in a manner that supports ministry and community of Camp Penn. Interacting with retreat guests, campers and volunteers in a respectful, positive way is required.

The above responsibilities are intended to give an overview of the general responsibilities of members of Camp Penn Staff. Further responsibilities and duties may be assigned by the Center Director at any time.

QUALIFICATIONS

Willingness to work in and contribute to a Christian Community.

Agrees to uphold the mission, vision, and core values of the SUSCRM Camp and Retreat Ministry.

Must be at least 25 years of age.

Must be able to lift at least 50 pounds.

Previous work experience in maintenance or another related field.

Ability to maintain a courteous and helpful attitude with campers, volunteer staff, and other staff.

Must maintain the following clearances per Pennsylvania state law: PA State Police Criminal History, PA Childline Certification and FBI Criminal History.

Must complete the MinistrySafe Safe Sanctuary Training prior to giving direct supervision to any campers or volunteers.