

PART-TIME MAINTENANCE ASSISTANT

Camp Asbury

Hiram, OH

Part-Time, Year-Round, Approximately 20 hours per week

\$14.00-\$16.00 per hour, based on experience

Flexible Scheduling and Optional Seasonal Mowing Hours

Work Somewhere a Little Different

Camp Asbury is looking for a dependable, hands-on **Part-Time Maintenance Assistant** to help care for our 450 acre camp and retreat center in Hiram, Ohio.

This isn't a job where you'll spend every day doing the same thing. One day might involve making a minor repair in a retreat building, the next preparing a program area for campers, clearing trails or grounds, painting, troubleshooting issues, helping build and create new and exciting things at camp, or getting facilities ready to welcome a weekend retreat group.

If you enjoy working with your hands, spending time both indoors and outdoors, solving problems, and being able to look back at the end of the day and see what you've accomplished, this could be a great fit.

A Schedule Designed to Fit Your Life

We know a part-time job needs to work with the rest of your life.

This position averages approximately 20 hours per week, and we will work with you to develop a flexible schedule that fits both your availability and Camp Asbury's needs.

For someone interested in additional hours, up to approximately 10 additional hours per week may be available seasonally for mowing and grounds keeping.

What You'll Do

Working alongside our Site Manager, the Maintenance Assistant helps keep Camp Asbury's buildings, grounds, roads, program areas, equipment and other facilities clean, safe, functional, and welcoming.

Responsibilities may include:

- Perform basic repairs and routine maintenance involving carpentry, plumbing, electrical painting, and general facility upkeep.

- Inspect retreat buildings and help ensure they are clean, safe, functional and ready for arriving guests.
- Set up buildings and spaces for retreat guests, events, outdoor education programs, and summer camp.
- Respond to maintenance requests from staff and guests.
- Help maintain the appearance and safety of Camp Asbury's grounds.
- Perform season work including leaf removal, weeding, pruning, firewood preparation, snow and ice removal, and other groundskeeping.
- Assist with mowing when needed or as part of the optional seasonal mowing hours.
- Remove trash and restock facility supplies as needed.
- Assist with painting, gutter cleaning, and minor exterior building repairs.
- Help with approved construction, repair and improvement projects throughout property.
- Assist with the operation and routine maintenance of camp vehicles, tractors, mowers, tools and equipment.
- Assist with Maintenance of Camp Asbury's wastewater treatment system under the director of the Site Manager
- Prepare, set up, maintain, and take down summer camp program areas and equipment.
- Help address facility needs that arise while campers and guests are on site.
- Occasionally assist with camp or retreat programming when appropriately trained and qualified.
- Perform other maintenance and facility-related duties as assigned.

What We're Looking For

The ideal candidate is someone who is dependable, self-motivated, practical, and comfortable working both independently and as part of a team.

Candidates should have:

- Experience safely operating hand tools, power tools, and outdoor power equipment.
- Basic knowledge of general maintenance and repair, including carpentry, plumbing and electrical work.
- Ability to troubleshoot basic maintenance problems and determine when additional assistance is needed.
- Ability to follow instructions while also working independently and managing assigned tasks.
- Good communication and teamwork skills.
- A willingness to work indoors and outdoors in changing weather conditions.

- A commitment to maintaining safe and welcoming facilities for campers, guests and staff.
- A valid driver's license.
- Ability to obtain and maintain First Aid Certification
- Ability to meet applicable requirements for operating camp vehicles and equipment

Experience in property maintenance, facilities, construction, landscaping, groundskeeping, skilled trades, camps, parks, schools, churches, or similar settings is helpful but not required.

Physical Requirements

This position requires the ability to:

- Regularly walk and work across a large, primarily outdoor property with varying terrain.
- Stand, bend, kneel, reach, push, pull, and work in a variety of positions.
- Climb stairs and ladders.
- Lift, carry, move, and load items weighting up to 50 pounds.
- Perform physical tasks such as mowing, sweeping, mopping, raking, shoveling snow, and moving supplies or equipment.
- Safely operate appropriate vehicles, tractors, mowing equipment, hand tools, and power equipment.
- Work indoors and outdoors in seasonal weather conditions.
- Communicate effectively in person and over the phone.

Reasonable accommodations may be to enable qualified individuals with disabilities to perform the essential functions of the positions.

Compensation and Schedule

- \$14.00-\$16.00 per hour, based on experience.
- Approximately 20 hours per week, year-round
- Flexible scheduling developed round the employees availability and Camp Asbury's operational needs.
- Opportunity for up to 10 additional hours per week seasonally for mowing and groundskeeping, if desired.
- Annual performance review
- Workers' Compensation coverage
- Employer's portion of Social Security
- Eligible pension contribution in accordance with applicable Wespeth/United Methodist Church plan requirements

- Two weeks of unpaid annual vacation schedule in advance.

About Camp Asbury

Camp Asbury is a year-round camp and retreat center located on approximately 450 acres in Hiram, Ohio. Our property includes forest, protected wetlands, streams, fields, trails, retreat facilities, cabins, program areas, and outdoor gathering spaces.

As a ministry of the East Ohio Conference of the United Methodist Church, Camp Asbury welcomes children, families, churches, schools, community organizations, and retreat groups throughout the year.

Our maintenance team plays an essential role in that hospitality. Long before a camper climbs into a bunk or a retreat guest walks through the door, someone has made sure the building is ready, the water is running, the grounds are safe, and the spaces are prepared to welcome them.

We're looking for someone who takes pride in being part of that work.

Job Type: Part-Time

Pay: \$14.00-\$16.00 per hour

Expected hours: Flexible, Approximately 20 hours per week, with optional additional seasonal hours.

Work Location: In Person- Hiram, OH