

**Position Opening**

Operations Staff

**Job Classification**

Staff, Full-Time, Seasonal

**Reports To**

Operations Director

**Summary**

The Operations Staff are responsible for assisting in managing the physical plant of an 15 acre children's summer camp on an island in Lake of the Woods. Ops staff ensure that all camp facilities are kept clean and in good condition, that the camp grounds are cared for, as well as assist with moving materials such as food and garbage to and from the island.

**Responsibilities and Duties**

- Ensuring Bathrooms, Dining hall, and Rec halls are adequately cleaned and stocked daily.
- Ensuring outdoor spaces around camp are routinely mowed and maintained.
- Operating and Maintaining Kubota tractor safely and effectively
- Ensuring the camp shop and the tools within it are stored properly and in good working condition.
- Assisting in other areas of camp when required (Kitchen, Program, Day Camp, etc.)
- Assisting with errands, garbage runs, and food runs.

**Knowledge Skills and Abilities**

- Ingenuity and inventiveness, capable of thinking on one's feet and adapting to changes in scheduling.
- A disciplined, results-oriented, self-starter, demonstrating initiative and the ability to work independently with minimal supervision, while also being able to manage multiple responsibilities.
- Experience working in an operations capacity at an outdoor facility an asset.
- Experience operating commercial vehicles.
- Experience working within a customer service setting.
- Excellent decision making under pressure. Safety and risk management oriented thinking.
- Keen attention to detail, and high standards for cleanliness.
- Ability to complete work with minimal supervision.

**Skills and Qualifications**

- Up to date WHIMS
- A desire to work on the operations team
- Valid Class 5 drivers license

**Physical Aspects of the Position**

Reasonable Accommodations may be made to individuals with disabilities to perform essential job functions.

- Work Environment: Work is performed both indoors and outdoors in all weather.
- Strength Requirements: Ability to lift and carry up to 50 pounds.
- Visual and Hearing Requirements: Volume level can range from quiet to moderately loud.
- Sufficient eye-hand coordination to operate equipment as needed.
- Communication: Ability to verbally communicate to exchange information with both English-speaking and non English-speaking contacts.
- Emotional: Ability to live in communal living spaces with coworkers.
- Mobility Parameters:
  - Ability to walk, stand and sit for up to 3 hours consecutively
  - Can climb stairs and walk on high grade and rustic terrain.
  - Lead camp activities such as hiking (up to 90 minutes), swimming (from a beach or dock), and building campfires (squatting up to 30 minutes)