CAMP STELLA MARIS
JOB DESCRIPTION (Updated 10/2025)

POSITION: MAINTENANCE– Seasonal Non-Exempt

Salary: $15.50/hour

Reports directly to Facility Manager & maintenance team

JOB OVERVIEW:

Assist with overall upkeep and maintenance of camp facilities, grounds and spaces. Perform small, general repairs and cleanup of grounds, lawn work, garbage collection/disposal, and assist with minor cleaning as needed.

RESPONSIBILITIES:

Prior to the start of camp:

1. Maintain open communication with Facility Manger.
2. Complete all necessary paperwork and submit by assigned deadlines.
3. Must attend and actively participate in required staff training.

While camp is in session:

1. Keep open communication with supervisors.
2. Assist with the maintenance of camp facilities as directed by the Facility Manager and/or maintenance staff.
   a. General clean-up of the grounds.
   b. Small, general repairs.
   c. Lawn work (i.e., mowing, raking, planting, trimming etc.)
   d. Garbage collection
   e. Scraping & painting.
3. Assist with minor cleaning of buildings and spaces as needed.
4. Ensure proper use and storage of equipment and chemicals.
5. Report any damages, vandalism, or improper use of facilities/equipment to Facility Manger.
6. Identify potential safety or maintenance issues and communicate them to the Facility Manger.
7. Comply with all safety policies and procedures relating to performance of tasks, use of products/supplies and incident reporting.
8. Other duties as directed.

OTHER:

- Abide by and enforce all Camp Stella Maris policies and regulations.
- Must adhere to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing, and documentation standards.

- All duties must be performed in accordance with CCDR's corporate compliance and ethics program.
- Work may involve exposure to varying weather conditions.
- Requires physical stamina for lifting, bending, and standing for extended periods.

QUALIFICATIONS:

1. Minimum of 18 years.
2. Physically capable of handling specific cleaning and maintenance equipment.
3. Basic knowledge of tools and cleaning supplies.
4. Ability to work unsupervised.
5. Possess high moral character and strong work ethic.
6. Emotionally mature and stable.

Camp Stella Maris is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment decisions are based on qualifications, merit, and business needs. The purpose of this job description is to describe the essential job functions and the level of work performed by individuals assigned to this position. This description is not an exhaustive list of all job duties performed by this position. Management reserves the right to modify, add to, or remove duties from jobs and to assign other duties as necessary.