



Horton Center - Summer Staff

Job Description

Grounds and Maintenance Assistant

*Supervisors: Maintenance Supervisor,
Summer Director, Executive Director*

General Expectations and Duties:

- Represent Horton Center in a professional manner consistent with its mission statement
- Assist campers with any and all needs
- Assist deans and volunteer counselors with any and all needs
- Work closely with other staff members, abiding by the Horton Center Covenant
- Help to build camp morale and encourage the growth of other staff members
- Community living assignments (i.e.: keeping living space clean, helping set the dinner table)
- Participate in staff activities and meetings
- Clean bathrooms, wash dishes, general cleaning
- Other duties as assigned

Maintenance Duties

- Help maintain all aspects of physical plant & site
- Work with and support the Maintenance Supervisor
- Maintain trails
- Keep the site safe, clean, always working with a sense of hospitality.
- Work within the budget and facility plan as outlined by the Maintenance Supervisor & Camp Director
- Be able to start and complete a project, keeping camper safety as number one goal
- Mow grass, maintain lawn and landscape
- Maintain, keep track of and put away all tools when finished with tasks
- Assist in the Emergency Action Plan
- Assist in the kitchen if needed
- Assist other staff members with their duties when needed
- Other duties as assigned

The Mission of Outdoor Ministries in the New Hampshire Conference of the United Church of Christ is to invite all God's children to experience Christian community in the natural world.