

Camp Oselia Society
Position Description: Groundskeeper

Type of position: <input checked="" type="checkbox"/> Temporary/ Full Time expiry date: TBD	Work duration/hours: 8 weeks at 30 hours per week Rate: \$18.00 /hour	Primary Location: Camp Oselia, Lake Wabamun Travel: May require some travel within Edmonton to pick up supplies, etc.
---	--	--

Purpose: Responsible for assisting with the day to day maintenance of the Camp Oselia property during the summer months (between May 20 and August 31, 2019). Will take direction from the camp caretaker or camp director. This position is sponsored in part by the Canada Summer Jobs Program

Key Objectives	Responsibilities	
Landscaping	<ul style="list-style-type: none"> • Ensure lawn is cut in all areas of the property, including around all buildings/trailers, ball diamond and lakefront (weekly task) • Tree trimming (remove dead branches, remove branches around buildings, remove trees that may pose danger to property, • Maintain the lakeshore (raking and trimming of brush as required to keep the pathway clear • Manage/monitor the compost and garden 	
Repairs & Maintenance	<ul style="list-style-type: none"> • Garbage and recycling removal from dorms/kitchen and trailer area and other areas as necessary • as required at least weekly (after dorm rentals complete) • Clean/disinfect bathroom/ shower areas used by the trailer rentals (at least weekly) • Ensure adequate cleaning and bathroom supplies are available in all areas of the camp • Minor repairs to ensure the camp area is kept safe 	
Other related duties	<ul style="list-style-type: none"> • Have open communication with all renters at the facility • Perform other duties as maybe required from time to time 	

Education and Experience:

- Equivalent related experience and education considered, particularly in property management and experience with lawn equipment
- Excellent oral communication skills
- Ability to organize and prioritize
- Possesses patience, flexibility, adaptability and a sense of humor
- Trustworthy, respects confidentiality, makes sound judgments, seeks counsel of others