

Maintenance Assistant

Kids Cancer Care

The Kids Cancer Care Foundation of Alberta is passionately dedicated to helping young people affected by cancer and their families survive and thrive in body, mind and spirit. With a vision of providing *a cure for every child and care for every family*, Kids Cancer Care strives to end childhood cancer, while easing the pain and suffering of the disease through three essential program areas: 1. Camp and Outreach; 2. Research and Hospital; and 3. Education Support and Scholarships.

At Kids Cancer Care, we consider it an honour and privilege to do the work we do. We get to help deserving children and families and we get to see our community at its finest — volunteering, donating, hosting fundraisers and helping others.

We love our work and we love the children and families we serve. We take our jobs seriously, but we don't take ourselves too seriously. We pride ourselves on having a fun, vibrant and sometimes quirky team that works, laughs, cries, eats, plays and celebrates together.

We value diversity and the different perspectives and innovative thinking it brings. We like to surround ourselves with creative, kind, and passionate people and we welcome all qualified persons regardless of differences in physical ability, gender identity or sexual orientation, cultural or religious beliefs, or ethnic origins. We realize that what makes us unique makes us remarkable. We believe in the power of diversity and are dedicated to creating an equitable, diverse, and inclusive environment at all levels of the organization.

For more information on Kids Cancer Care and our work, please visit us at **kidscancercare.ab.ca**.

Position Overview

The Maintenance Assistant is a full-time position directly accountable to the Camp Kindle Maintenance Manager. This position is located at Camp Kindle in Water Valley, AB. The general function of this position is to assist with all maintenance, safety, security, transportation and grounds keeping systems and activities required at Camp Kindle. This position will include some weekend coverage and may involve emergency repairs to camp facilities.

Accountability

Reporting directly to the Manager, the Maintenance Assistant is an integral part of the camp operations team including the Camp Program Team and Catering and Housekeeping Team. The Maintenance Assistant will be expected to work cooperatively with all staff, volunteers and rental groups using the facilities. The suitable candidate will have good communication skills and must enjoy working with children and adults.

Key Areas of Responsibility

In accordance with the approved Kids Cancer Care policies, the Maintenance Assistant will be responsible for the following operations, protocols and services related to Camp Kindle:

General Duties

- Demonstrate awareness of the needs of young people with a history of cancer and their families;
- Report to work as scheduled and be able to work independently and with minimal supervision;
- Complete daily, weekly and monthly reporting as required and submit employee timesheets as directed;
- Maintain accurate inventory of camp property, tools, equipment and furnishings;
- Be familiar with professional computer applications related to maintenance responsibilities and have the ability to generate reports and schedules; and
- Collaborate with Food Services Manager and Program Manager regarding scheduling and facility requirements of user groups.

Health & Safety

- The facilities will be used for specialized oncology camps, camps for children with chronic illness and children's charity groups and therefore a superior level of maintenance and upkeep will be required in all public facilities and the general grounds of the camp;
- Report any problems with equipment, risks, maintenance and security issues directly to the Manager;
- Ensure that all health and safety codes and Kids Cancer Care safety policies are followed;
- Conduct hazard assessments prior to initiating any job on the camp property. Make sure that all work areas are clean and clear and that all hazards are removed prior to initiating a project and that proper clean up and storage is complete at the end of each project;
- Appropriate record keeping;
- Ensure that priority items are addressed and corrected in a timely manner; and
- Follow procedures for daily operations and for opening and closing facilities.

Transportation

- Assist the Manager with the protocols for camp vehicle usage on site and public roadways, general maintenance upkeep and cleaning of camp vehicles;
- Assist with maintenance and inspections of all camp vehicles as required;
- Demonstrate good judgement and safe practice when using any camp vehicle or piece of equipment; and
- Document and report any incident involving damage to vehicles and or injury to passengers or pedestrians directly to the Camp Director of Operations.

Maintenance

- Assist with the completion of daily, weekly and monthly inspection schedules and documentation as required;
- Support the Manager by providing weekend and on-call coverage as required, flexible scheduling will be required at times;
- Follow daily, weekly and monthly maintenance schedules as required;
- Prioritize maintenance and repair activities as required to ensure safety within all camp facilities and equipment; and
- Maintain and safely store all maintenance equipment, tools and supplies.

Security

- Follow protocols and measures to ensure the camp facilities and equipment are properly locked and secure when not in use in order to minimize loss and unauthorized entry or usage;

- Monitor the site for evidence of improper or unauthorized use of facilities or equipment and minimize risk of further improper or unauthorized risk; and
- Keep boundaries and access points clearly marked and repair fence lines and gateways as required.

Grounds Keeping

- Present the grounds as pristine and picturesque, generating an atmosphere for belonging and healing;
- Coordinate and follow schedules for grounds keeping activities with minimal impact to programming;
- Maintain equipment and grounds as required;
- Mowing;
- Weed whipping;
- Weeding;
- Trans planting trees and shrubs;
- Hauling garbage;
- Daily checks; and
- Working with other staff doing any camp maintenance tasks that arise.

Client Relations/Hosting

Coordinate activities with the Management Team in terms of facility and grounds usage and the needs of Kids Cancer Care and outside user groups.

Qualifications

- Must provide a current Level II Criminal Records Check including Vulnerable Sector;
- Able to provide own transportation, hold a valid driver's license and a clear driver's abstract;
- At least two years of maintenance experience and the ability to work independently or as part of a team;
- Good communication and "people" skills;
- Demonstrated electrical, plumbing, mechanical, and carpentry skills;
- Maintenance experience including building systems and competency in all custodial abilities, general repairs and upkeep as well as an aptitude for engine maintenance, standard shop equipment, and maintenance techniques; and
- Camp Kindle is a smoke free environment and as we are a cancer agency, preference may be given to individuals who are non-smoking.

Closing Date

Applications will continue to be accepted until the position is filled.

Applications

Please send a cover letter and resume with **Maintenance Assistant** in the subject line to:

hr@kidscancercare.ab.ca

Kris Lashmore, Camp Maintenance Manager

Kids Cancer Care Foundation of Alberta

29479 Range Rd 61a

Water Valley, AB T0M 2E0

Note: We prefer to receive applications by email. We are grateful to everyone who applies, but only candidates selected for an interview will be notified.