



Facilities Assistant

Reports to: Operations Supervisor

Job Shift: 12+ Hour Shifts

Position Type: Full-Time
Temporary/Seasonal

Employee Status: Exempt

Job Category: Summer Programs-
Operations Department

Level: Support

Job Summary:

The Facilities assistant is the link between summer camp and the facilities team. He/she is tasked with preparing supplies, vehicles, buildings, and spaces to ensure smooth operation of all FVCA summer camp programs.

Role & Responsibilities:

- Complete weekly and daily janitorial tasks
- Assist in the maintenance of our camp facility and camp vehicles
- Assist summer staff in cleaning of facilities at the end of each session.
- Coordinate the preparation of buses, vans, and equipment for the check-in and check-out of participants
- Follow all guidelines by FVCA, including the philosophy, goals, and objectives of FVCA, as well as any secondary procedures and instructions.
- Complete janitorial and cleaning duties at the end of each session
- Model Christ-likeness in all things. Your attitude toward activities, summer staff, campers, teens, volunteers, etc... Should reflect in your actions.
- Follow Health and Safety guidelines.

- Have fun! Balance organization and spontaneity to create lasting positive memories for staff and campers.
- Provide support in any other miscellaneous tasks that may arise in either the Operations or Program departments of summer ministry

Requirements/Qualifications:

- Have a demonstrated life of a relationship with Jesus Christ.
- Must have regular Church attendance, and a pastor or leader reference.
- Must be authorized to work in the U.S.
- Must be able to pass a state and federal background check.
- Must be able to adapt and relate, cross-culturally and embrace diversity.
- Be able to lift and carry at least 100 pounds
- Experience with basic vehicle and mechanical maintenance is preferred
- Experience with basic janitorial work is preferred
- This position requires temporary relocation to St. Charles, Illinois (55 minutes west of Chicago) to live on our campus for 11 weeks from May -August.