

Maintenance Coordinator Job Description

Denomination: Christian and Missionary Alliance	Church Size: 350+
Job Type: Summer Position	Position Status: Full Time, Summer
Potential Start Date: July 21, 2025	Potential Duration: 6 weeks
Department: Children's Ministry	Reports to: Children's Pastor

Summary

Last summer, we had 400 campers join us for Power Up! Camps. The Maintenance Coordinator will ensure that the building stays safe and clean for our campers.

Job Responsibilities

May include, but are not limited to, the following:

- **Cleaning:** Clean the facility such as dusting, mopping, cleaning washrooms, etc. During camp and training weeks.
- **Repairs:** Assist Facilities Manager in handling necessary repairs and maintenance.
- **Safety:** Maintain stocked first aid kits throughout each room in UAC. Assist Facilities Manager in implementing health and safety protocols. Lead WHMIS training for all camp staff.
- **Set Design:** Lead a team of volunteers for the set-up and take down of the set designs for each respective camp.
- **Teamwork:** Become acquainted with other ministry leaders in the church. Take initiative to complete tasks and think ahead of schedule in case of emergencies and/or changes. Be an example for all staff and volunteers in terms of having a passion for serving and leadership abilities.
- **Personal and Professional Development:** Identify three SMART goals and implement them over the summer. Complete a brief weekly reflection regarding experience, tasks, and self-improvement.

Skills & Qualities

- A strong understanding of our church's mission and purpose for camps.
- Must be energetic, self-motivated, and flexible.
- Some knowledge of maintenance/repair skills is an asset
- Strong interpersonal and communication skills.
- Ability to prioritize and multi-task with strong attention to detail.



Characteristics

- To be a fully devoted follower of Christ, living with character and integrity.
- Fully aligned with the mission, vision, and values of Unionville Alliance Church
- Is a team player and acts as a positive role model for children, youth, and fellow staff.
- Strong oral and written English communication.
- Organized, punctual, responsible, takes initiative and reliable.

Applicants must be 15-30 years old. Position is contingent upon obtaining the Canada Summer Job Grant.

Submit your applications at uachome.org/careers.