

Help Needed: Facilities Assistant
at Quaker Lake Camp and Conference Center
in Climax, North Carolina
(A Ministry of North Carolina Yearly Meeting of Friends)

Name of Position

Quaker Lake
Facilities Assistant

Qualifications

1. Minimum age 18
2. Graduation from high school
3. Valid North Carolina Driver's License
4. Skills/experience in the use and maintenance of tools and equipment
5. Ability to maintain current First-aid and CPR certifications
6. Growing Christian dedicated to the principles of Christian living as presented in the New Testament.
7. Member of NCYM preferred.
8. Ability to work with others, especially in providing needed services relative to facilities and accommodations for those who use Quaker Lake facilities.
9. Available to work 15-30 hrs/wk, including some weekends and on-call duty.

Responsibilities

1. Work closely with Quaker Lake Facilities Manager on projects relating to maintaining buildings, equipment, and grounds in a safe, sanitary, and orderly condition.
2. Conduct cleaning, inspection, and preparation of buildings prior to group usage and during summer camp program.
3. Conduct regular clean-up, mowing, and trimming of fields and yards.
4. Act as staff contact for User Groups as assigned; provide orientation, supervision, and assistance.
5. Function as an integral part of summer camp staff
6. Lift, unload, and move supplies and heavy objects
7. Operate electrical/gas powered tools and mechanical equipment

Send Resume To: NC Yearly Meeting
4811 Hilltop Road, Greensboro, NC 27407
RE: Quaker Lake Maintenance
Deadline: April 20, 2010