

### **The Opportunity**

#### **Our Mission**

At the Saint Malo Catholic Camps and as part of the Catholic School of Evangelization, our mission is to provide impactful formation and creative opportunities to encounter the living Christ, the richness of the Catholic Church, and to live a life of vibrant faith proclaiming the Good News by word and witness. Over the last 30 years our camp ministry has served thousands of young people and helped lay a strong foundation of faith in their lives.

#### **Our Team**

Our team recognises the great responsibility we carry in seeking to fulfil God's vision for our camp ministry, and we step forward to answer the call with a firm commitment to personal excellence and accountability to ourselves, each other, and to God. We recognize that working at camps is more than a job, but a calling to serve and to make an impact that will make a difference for generations to come.

#### **About The Role**

In a spirit of prayer and service, the Head of Maintenance is responsible for all aspects of the building and grounds maintenance, maintenance volunteers, and supply purchasing and delivery. They should operate as a leader with full independence and accountability, as there isn't a supervisor monitoring them daily. They ARE that supervisor, answering directly to the Camp Coordinator.

#### **Job Description**

- Be at least 18 years old with a driver's license
- Ensure the grounds and facilities are clean and safe at all times
- Ensure the CSE is WHIMS and Safe Work compliant
- Recruit and supervise casual volunteers to assist with maintenance and special projects
- Recruit and coordinate casual volunteers to clean the building on Friday night or Saturdays
- Cut grass and edge trim weekly
- Ensure eavestroughs and downspouts are free and clear of debris, and directing water away from the foundation
- Sweep and vacuum different areas as needed
- Empty garbages as needed
- Wash and fold laundry as needed
- Maintain vehicles as needed (air in tires, cleaned, proper oil, gas and washer fluid levels)
- Attend to building issues such as clogged toilets, wet beds, tripped breakers, etc...
- Report any building maintenance issues to the Executive Director
- Complete special projects as needed according to their ability
- Other responsibilities completed as indicated on the Maintenance Checklist

- Report weekly hours, if they are reduced from the standard 40 hours/week
- Other tasks as reasonably assigned

## **Requirements**

- Bilingual an asset (French and English, written and oral)
- Adult over 18 finished high school
- Post-secondary training in theology, youth ministry, or related field an asset
- Experience in Catholic youth ministry an asset
- Experience in administrative work an asset
- Proficient with basic computer skills (Excel, Word, Outlook) an asset
- Ability to work full time June 21st, 2026 through August 21st, 2026 required
- Class 5 driver's license required
- Clean criminal record check and not on the child abuse registry

## **Position Details**

- Position starts June 21st, 2026 and ends August 21st, 2026
- \$16/hr. with a maximum of 40 hrs per week
- Free room and board when staying on site
- Full reimbursement for all approved work-related expenses
- Reimbursement for all mileage accrued for work-related travel

## **How to Apply**

All interested applicants are encouraged to apply as soon as possible. We will conduct interviews from now till early April, with the hopes of filling the position by April 30th. Please send your resume and cover letter to [director@catholicway.net](mailto:director@catholicway.net). Feel free to call us at 204-347-5396 if you have any questions about this role.