

## 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 a 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 encourage all qualified persons of any ability, gender, race, culture, ethnicity, or origin, including members of the 2SLGBTQ+ community and those with visible, invisible, and episodic disabilities, to apply. 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](http://kidscancercare.ab.ca).

### Position Overview

The maintenance assistant position is a full-time position directly accountable to the Camp Kindle maintenance manager. The general function of this position is to assist with all maintenance, safety, security, transportation, and groundskeeping systems and activities at Camp Kindle. This position includes some weekend coverage and may involve emergency repairs to camp facilities.

## Accountability

Reporting directly to the maintenance manager, the maintenance assistant plays an integral role on the camp operations team including the camp program team and catering and housekeeping team. The maintenance assistant works cooperatively with all staff, volunteers, and rental groups using the facilities. The suitable candidate must have effective communication skills and must enjoy working with children and adults.

## Key Areas of Responsibility

Per the approved Kids Cancer Care policies, the maintenance assistant is 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 with the ability to generate reports and schedules; and
- Collaborate with the catering and housekeeping manager and program manager regarding scheduling and facility requirements of user groups.

### Health & Safety

- Provide a superior level of maintenance and upkeep of all public facilities and grounds as Camp Kindle is a facility for specialized oncology camps, camps for children with chronic illness, and children's charity groups;
- Report any problems with equipment, risk, maintenance, and security issues directly to the maintenance manager;
- Adhere to all health and safety codes and Kids Cancer Care safety policies;
- Conduct hazard assessments and ensure all work areas are clean and clear of hazards before initiating projects on the property;
- Conduct proper clean-up and storage at the end of each project;
- Maintain appropriate record keeping;
- Address and correct priority items promptly; and
- Follow procedures for daily operations and for opening and closing facilities.

### Transportation

- Assist the maintenance manager with the protocols for camp vehicle use on-site and on public roadways including general maintenance, upkeep, and cleaning of camp vehicles;
- Assist with maintenance and inspections of all camp vehicles as required;
- Demonstrate sound judgment and safe practice when using camp vehicles and equipment; and
- Document and report incidents involving damage to vehicles and or injury to passengers or pedestrians.

### 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 necessary at times);
- Follow daily, weekly, and monthly maintenance schedules as required;
- Prioritize maintenance and repair activities as required to ensure safety of 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 secured when not in use 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 improper or unauthorized risk; and
- Ensure boundaries and access points are clearly marked and repair fence lines and gateways as required.

### Grounds Keeping

- Present the grounds as pristine and picturesque to generate an atmosphere of belonging and healing;
- Coordinate and follow schedules for groundskeeping activities with minimal impact on programming;
- Maintain equipment and grounds as required including mowing, weed whipping, weeding, transplanting trees and shrubs, hauling garbage;
- Perform daily grounds checks; and
- Work with staff to perform camp maintenance tasks that arise.

### Client Relations/Hosting

- Coordinate with the management team to ensure the facility and grounds are in optimal shape for Kids Cancer Care and outside user groups.

### Qualifications

- Must provide a current Level II Criminal Records Check including vulnerable sector;
- Must have reliable transportation as Camp Kindle is in Water Valley, Alberta, about an hour northwest of Calgary;
- Must hold a valid driver's license with a clear driver's abstract;
- At least two years of maintenance experience;
- Ability to work independently as part of a team;
- Strong 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

### Closing Date

Applications will be accepted until all positions are filled.

### Other

Camp Kindle is in Water Valley, Alberta, about an hour northwest of Calgary. Our camp is a smoke-free environment.

### Applications

Please [EMAIL](#) a cover letter and resume with **Camp Staff Position** in the subject line to **Kris Lashmore**.

Kris Lashmore, Camp Maintenance Manager  
Kids Cancer Care Foundation of Alberta  
5757 4 Street SE  
Calgary, AB T2H 1K8

*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.*