



LUTHERAN CAMP ASSOCIATION

Lake Isle Lutheran Camp
Camp Koinonia
R.R. #1
Evansburg, AB T0E 0T0

EMPLOYMENT OPPORTUNITY Grounds Maintenance & Programs Assistant

Camp Koinonia is a small, family-oriented Christian camp on Lake Isle, located approximately one hour west of Edmonton. We are looking for a self-motivated, personable and energetic individual to fill this summer position. The Grounds Maintenance & Programs Assistant will assist the Landscaping & Maintenance Workers under the supervision of the Camp Caretaker and will also work under the Camp Administrator and various committees to help the Camp to offer programming and to assist in planning community events.

Duties

Grounds Maintenance Assistant duties include:

- Landscaping and Ground Maintenance: lawn mowing, aquatic weed cutting (with training and under permit), litter clean up, clearing weeds, clean up at beaches and docks, clearing or hauling brush.
- General Maintenance: painting, small and simple repairs
- Cleaning: General maintenance of the Pavilion, washrooms, picnic shelters, and the shower house
- General Caretaking Duties: Our caretakers and volunteers have various special projects every year related to the upkeep of the campgrounds and buildings that require student support.

Programs Assistant duties include:

- Planning and coordinating friendly family, youth, and intergenerational programming
- Assisting with the planning, set up, and delivery of activities during Family Camp / VBS Week

Qualifications & Skills

Relevant postsecondary and employment experience is an asset.

The successful candidate:

- must be able to work independently with little supervision and maintain a high quality of work;
- must be organized and able to provide community-oriented customer service to members, guests, neighbours, contractors, and local citizens;
- must have basic communication and computer literacy skills; and
- must have people skills, including working with children and young people.

A suitable criminal record check with Vulnerable Sector Check must be provided. Work will happen in Microsoft Office and Google Suite environments. Some of the position can be completed remotely but program delivery on weekends and during Family Camp Week will be on site at the camp. Weekend work is required; days off will normally be mid-week. Must have your own transportation to the job site.

Compensation: \$ 20.00 / hr

Term: May 1, 2024, 16–18 weeks in duration; end date August 23, 2024

LCA has applied for funding through a Canada Summer Jobs Grant, and applicants do not need to be students, but they do need to be:

- between 15 and 30 years of age (inclusive) at the start of employment;
- a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act*; and
- be legally entitled to work according to the relevant provincial / territorial legislation and regulations.

Please submit your cover letter and resumé to the Lutheran Camp Association Board of Directors at hring@lakeislelutherancamp.com, but we will begin to arrange interviews after April 15 for an anticipated May start date. The positions will remain open until filled. Thank you to all applicants for their interest; only applicants who are invited for an interview will be contacted.