



Job Title: **Operations Assistant**  
Reports to: ILNC Director of Operations  
Position Type: Part-time, hourly, seasonal or year-round

Job Summary:

The ILNC Operations team ensures that all public buildings and facilities on the grounds are in good repair and fit for intended use. It also ensures that the grounds themselves are safe and attractive for our guests, residents, and employees. The Operations Assistant performs a variety of maintenance, repair, landscaping, and general-labor tasks as assigned by the Director of Operations to support these overall goals. Specific duties will vary according to seasonal needs and employee's skills and background.

Responsibilities and Duties:

- Know and support the mission of ILNC: "Indian Lake Nazarene Camp: a sacred space to experience renewal, relationships, and recreation."
- Use all equipment, tools, and supplies according to directions and training.
- Know and use appropriate personal protective equipment for assigned tasks.
- Carry out or assist with setup of tables, chairs, shelters, etc. for scheduled events.
- Carry out or assist with repairs and maintenance of structures, equipment, and facilities using basic mechanical, carpentry, electrical, HVAC, and/or plumbing methods and tools.
- Assist with renovations or repairs of building interiors and exteriors, including drywall, siding, roofing, and paint.
- Mow and trim grass, trim shrubs and trees, remove leaves and debris, and control weeds.
- Remove snow and ice from walkways and parking areas.
- Assist with collection and removal of trash and recyclable materials.
- Assist with winterizing and storage of powered equipment and vehicles.

Qualifications and Skills:

- Deeply loves God and people.
- Able to effectively communicate via phone call, text, or email with other staff.
- Able to read and interpret printed lists, schedules, and other reports.
- Creative and flexible in approaching tasks.
- Able to work effectively with minimal supervision and solve problems independently.
- Physical ability to lift 25-50 pounds and perform moderate physical labor continuously for two to four hours in temperatures up to 90 degrees.
- Previous experience in landscaping, janitorial, maintenance, mechanical, or construction trades is desirable but not required.

### Work Schedule/Compensation:

- Operations Assistants are either year-round positions with great seasonal fluctuation in work schedule, or seasonal positions working approximately April 15 to October 15.
- Compensation is commensurate with experience, ranging from \$13 to \$18 per hour.
- Operations Assistants may be scheduled an average of 5 to 25 hours per week depending on the number of hours desired and ILNC's current needs and staffing levels. Each Operations Assistant's expected average hours will be established in agreement with the Director of Operations and Executive Director at the time of hire. The position has the potential to be converted to full time depending on performance.
- Operations Assistants have some flexibility to set their own schedules by agreement with the Director of Operations. Some weekend and evening work may be required depending on the scheduling of groups and events.

For more information on ILNC, please visit [www.indianlake.camp](http://www.indianlake.camp)  
Apply online at <https://nazcamp.campbrainstaff.com/>