

Position Description for the Part-time DuBois Center Maintenance Staff

<https://iscucc.org>
<https://duboiscenter.org>

FLSA: Part-time

Reports to: Executive Director of DuBois Center

Pay: \$15 an hour

Scope: 20 - 25 hours per week

Position Summary:

DuBois Center is a ministry of the congregations of the United Church of Christ in southern Illinois. Church membership is not a requirement for employment. We provide facilities, services, programs, and leadership that strives to provide a ministry of “radical hospitality.”

The maintenance staff at DuBois Center is an essential part of DuBois Center for all who use the camp and retreat center and the motor to that keeps camp running.

Major Responsibilities include:

- Maintain DuBois Center buildings and grounds including, but not limited to, mowing, cut and haul downed trees, making small repairs, winterize camp and generally oversee all aspects of DuBois Center building and grounds.
- Maintain good working condition on all camp vehicles and equipment such as the camp truck, tractor, lawn mower, gator, pontoon boats, etc.
- Work with the Executive Director and the Illinois South Conference’s Property Team to complete tasks on the yearly maintenance plan
- Work with the Executive Director and the Illinois South Conference’s Property Team to assist in overseeing and facilitating capital campaign projects such as DuBois 6.0.
- Where repairs and maintenance are beyond the ability of DuBois Center Staff, work with the Executive Director to seek outside maintenance
- Assist with barn tasks such as making repairs to the barn and pastures, and putting out hay bales for the horses.
- Perform other duties as may be assigned by the Executive Director

Requirements:

- At least 5 years experience working as maintenance staff, construction or similar experience
- Ability to complete small construction projects and repairs such as electrical, plumbing, carpentry, mechanical, etc. Ability to pilot a pontoon boat is a plus.
- Ability to drive a tractor
- Able to work independently and as part of a team.
- Embodies a deep love and respect for all people which reflects the values of the Illinois South Conference Inclusivity Statement.
- Must be able to pass a background check and complete additional training on diversity and safe conduct in the workplace.
- Have basic understanding/appreciation of agricultural practices such as soil fertility and hay field maintenance

Desired Qualities:

- Familiarity with and knowledge of horses
- Strong organizational and time management skills.
- Excellent communication skills.
- Possesses self-motivation and initiative.

- A welcoming and optimistic demeanor.

Physical Demands:

An employee must meet the physical demands described here to perform the essential functions of this position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Must be able to drive a vehicle. Ability to lift and load up to 80 pounds; walk steep terrain; clean, etc. Visual and auditory ability to identify and respond to environmental and other hazards related to programs. Ability to observe participant/staff behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and use appropriate behavior management techniques. Ability to respond appropriately and quickly to situations requiring first aid or other emergencies including knowing where to seek help.

To Apply:

Please send a statement of interest, resume, and two references to director@duboiscenter.org

OUR INCLUSIVITY STATEMENT

Because we affirm the value of all God's people, the Illinois South Conference of the United Church of Christ does not discriminate on the basis of age, race, ability, national origin, religious background, sexual orientation, or gender identity. To the extent possible, we endeavor to accommodate those with a variety of physical, mental, emotional, medical, or dietary needs.

OUR WISE COMMITMENT

As a WISE Conference of the United Church of Christ, we are committed to the Welcoming, Inclusive, Supportive, and Engaging work of reducing stigma and promoting the inclusion of people with mental illness in the life, leadership, and work of the Illinois South Conference.