

Snow Wolf Lodge Maintenance Intern Job Description

I. Learning Objective: Through this position the Maintenance Intern will gain an understanding of work defined through a Biblical worldview. The Maintenance Intern will also learn how to implement that understanding through daily practice at Snow Wolf Lodge. This objective will be accomplished through the following means:

- a. **Study:** The Maintenance Intern will work through *Every Good Endeavor* by Timothy Keller. Discussion sessions will accompany these studies weekly with the Snow Wolf Lodge Staff.
- b. **Stewardship:** The Maintenance Intern will learn to demonstrate what it means to be a good steward of the resources present at Snow Wolf Lodge. That will be learned through routine tasks and specialized projects which all require vastly different skill sets. (We define stewardship as the careful and responsible management of gifts, resources, and opportunities God has blessed us with.)
- c. **Pursuing Excellence:** We operate with the understanding that not everything will be perfect, but we believe we are called to pursue excellence. The pursuit of excellence manifests itself through seeking to do the best job possible, and to learn the most we can when we are working. The Maintenance Intern will learn to always work with this mindset and to ask questions and ask for help when necessary.
- d. **Understanding the Value of Work:** The Maintenance Intern will be involved in weekly discussions with the Snow Wolf Lodge Staff about the value of the work that is performed at Snow Wolf Lodge as well as the value of work that is performed in other areas of society.
- e. **Discipleship:** The Maintenance Intern will engage in weekly one-on-one discussions with the Maintenance Technicians, Catering Manager, and/or the Property Manager; focusing on both the learning objectives for the program and the development of personal character.

II. Job Information:

- a. **Title:** Maintenance Intern
- b. **Report to:** Terry Bancesco, Property Manager
- c. **Purpose:** To assist the Maintenance Technicians, Catering Manager, and Property Manager in maintaining and improving the buildings and grounds at Snow Wolf Lodge. Additionally, to gain an understanding of work based out of a Biblical worldview.

III. Key Job Tasks

- a. Perform a wide variety of general building maintenance repairs and services as directed by the Maintenance Technicians and/or Property Manager. The following are examples:
 - i. Seasonal daily building inspections.
 - ii. Install lightbulbs, replace outlets, switch and plate covers, complete other minor electrical repairs.
 - iii. Complete basic plumbing repairs.

- iv. Painting and staining interior and exterior walls, along with minor remodeling.
- v. Complete general grounds maintenance such as trash removal, mowing, weed eating, etc.
- vi. Complete frame to finish carpentry projects.
- vii. Snow removal from decks/walkways.
- b. Assist in property turnover between retreat groups. This includes making beds, washing dishes, completing laundry, cleaning bathrooms and common rooms, etc.
- c. Daily to weekly meeting with the Maintenance Technicians/Property Manager.
- d. Responsible for notifying the Maintenance Technicians/Property Manager of any unusual occurrence and/or damage that has taken place on the property.
- e. Responsible for notifying the Maintenance Technicians/Property Manager immediately if there is a maintenance emergency of any kind.
- f. Maintain a professional, courteous manner with all guests, vendors, contractors, and fellow employees.
- g. Special projects and other responsibilities as may be determined.

IV. Working Conditions

- a. This job requires exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly.
- b. Most projects require working outdoors. The temperatures during the summer months range from 30 degrees to 95 degrees. Work occasionally must be completed outside during storms, which could include lightning, rain, hail, and strong winds.
- c. This job involves almost daily use of dangerous machinery, equipment, tools, and toxic chemicals. Proper use of these is a must, with continual use of proper safety equipment.
- d. Because of busier seasons and limited staffing, workdays can range from 2 to 12 hours. Flexibility and patience are necessary for this position.
- e. This job requires working on some weekends, and potentially some holidays of the year.

V. Compensation

- a. The Maintenance Intern will be paid \$988 for every two weeks of work completed (38 hours/week). The position requires a minimum commitment of ten weeks but is available for up to fourteen weeks. Start and end dates are within the months of May to June. These dates must be pre-arranged and agreed upon by both parties prior to the Maintenance Intern's first day of work.
- b. Housing and utilities will be available and fully furnished (Included in pay via deduction {IRC Section 119}).
- c. Since this is a temporary position and will not require full-time hours, there will be no paid vacation or paid personal time off provided.
- d. This position is exempt from any additional benefits offered to full-time Summit employees.

VI. Additional Compensation

- a. Additional mentoring will be offered to the Maintenance Intern from the Retreat Coordinator, Maintenance Supervisor, Catering Manager, and/or Property Manager, as requested.
- b. Amenities offered on the Snow Wolf Lodge property will be available for use when retreat groups are not on site.
- c. Tools and equipment will be available for use on personal projects completed in the shop, as approved by the Property Manager. Such projects will require an acknowledged proficiency with the tools and equipment before they are implemented for personal use.
- d. Leftover food from retreat groups will occasionally be available for staff use after groups leave.