



Camp Kwasind



5 International Blvd
Etobicoke, ON M9W 6H3

Facilities Assistant

Job Description

Status: Full-Time with Pension & Benefits
Pay Range: \$32,000-\$34,000 Annually
Reports to: Site Development & Facilities Manager
Current revision date: Jan 2026

Camp Kwasind is a rapidly growing and expanding Christian overnight summer camp and year-round retreat centre owned by the Canadian Baptists of Ontario & Quebec. For over 80 years, Camp Kwasind has provided transformative experiences for children, youth, families, churches, and organizations - helping people grow in faith, leadership, and community.

Our facilities and property of almost 30 acres are essential to that mission. The Facilities Assistant plays a key role in creating safe, welcoming, and excellent environments where ministry and memories happen.

Position Overview:

The Facilities Assistant supports the Property & Site Development Manager in the upkeep, repair, hospitality, ongoing maintenance, and general cleaning of Camp Kwasind's buildings, infrastructure, grounds, and guest spaces.

This position is ideal for someone who enjoys hands-on work, variety in their day, working both indoors and outdoors, and being part of a ministry-focused team that serves campers and guests with excellence.

Overall, this person should be aligned with the values and beliefs of Camp Kwasind/Canadian Baptist of Ontario & Quebec, have a positive and professional can-do attitude, be team oriented, able to be flexible and adaptive in scheduling, a proactive task management and passionate about creating welcoming and clean environment.

As an representative for Camp Kwasind, you ensure that all activities promote, enhance and protect the central mission, vision, and values of our organization. We also ask that you support and are committed to live out the values and mission of the Canadian Baptist of Ontario & Quebec in your own personal life decisions.

This is a permanent full-time position with the expectation of living at or close to Camp Kwasind (1122 Skeleton Lake Rd 5, Utterson, Ontario, Canada).

Key Responsibilities:

Facilities Maintenance, Upkeep & Repairs

- Assist with routine and emergency repairs to cabins, lodges, washrooms, offices, program buildings, and staff housing
- Perform basic plumbing repairs (toilets, sinks, drains, fixtures)
- Assist with basic electrical fixture replacement (lighting, outlets, switches) under direction
- Complete carpentry tasks such as framing, drywall patching, trim work, deck repairs, door hardware, and furniture repair
- Painting, staining, sealing, and surface repairs
- Support preventative maintenance schedules and seasonal inspections
- Identify issues early and report concerns to leadership
- Ensure tone and communication reflect Camp Kwasind's values of hospitality, care, and clarity.

Housekeeping & Custodial Care for Guest Groups

- Clean and reset cabins, washrooms, lodges, dining areas, and meeting spaces
- Support guest-group turnovers between retreats
- Restock cleaning supplies, paper products, and hygiene stations
- Maintain cleanliness standards that meet health and safety regulations
- Assist with deep-cleaning projects seasonally

Construction & Seasonal Projects

- Support small construction and renovation projects
- Assist with dock installation and removal, winterization and spring opening
- Set up and dismantle seasonal structures and equipment
- Help prepare buildings for summer camp, winter retreats, and shoulder-season rentals
- Assist with site development and improvement projects

Grounds & Property Care

- Assist in Snow removal from roads, walkways, stairs, roofs, and entrances
- Assist in Lawn care, brush clearing, leaf removal, and trail maintenance
- Tree trimming and storm cleanup (as trained and directed)
- Maintain outdoor furniture, signage, fencing, and waterfront areas
- Transport materials and equipment across the site using camp vehicles or carts

Guest Services & Event Support

- Interact warmly and professionally with retreat groups, churches, and visitors
- Assist with room setups, furniture moves, audio/visual equipment transport, and room resets
- Respond promptly to facility-related guest needs

General Expectations

- Serve as a positive representative of Camp Kwasind's mission and values
- Follow all workplace safety procedures and ministry policies
- Use tools and equipment safely and responsibly
- Maintain clean, organized workspaces and storage areas
- Participate in training related to WHMIS, equipment operation, and site safety
- Work collaboratively with maintenance staff, program teams, and leadership
- Provide on-call support during peak seasons when required

Qualifications:

- Physically able to lift 50+ lbs and perform manual labour
- Comfortable working outdoors in all weather conditions
- Basic knowledge of building maintenance, construction, or grounds work
- Strong problem-solving skills and initiative
- Friendly, guest-focused, and service-oriented attitude
- Ability to work independently and as part of a team
- Organized, reliable, and flexible in changing priorities
- Desiring to support a Christian ministry environment

Recommended Assets:

- Experience working at a camp, retreat centre, resort, school, or similar facility
- Trade experience in carpentry, plumbing, electrical, HVAC, or general contracting
- First Aid / CPR certification (or willingness to obtain)
- Valid Ontario driver's licence
- Experience operating snowblowers, lawn tractors, chainsaws, generators, or small engines
- Familiarity with health and safety compliance in workplace environments

Compensation:

- Starting at \$32,000 – 34,000 / Year
- Pension & Health Benefits
- Paid Vacation

Applications

- Qualified candidates may apply to HR through the link:
<https://baptist.bamboohr.com/careers/52>
- All candidates whose training, experience and aptitudes meet the requirements for the job will be considered, subject to acceptance of the CBOQ code of conduct policy. CBOQ welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Why Camp Kwasind is a great place to work!

- Doing Something Meaningful – The impact of camp ministry is one that results in transformative experiences for young kids, youth and young leaders as they grow in faith, character, confidence and leadership. The elements of this job are far greater than just tasks to be completed, but it all about ensuring what we collectively do results in significant and lasting impact in the lives of the next generation, their families, our guests and future leaders.
- Great Compensation- We seek to provide a highly competitive salary within the camping industry, with a highly valued pension and health benefits package along with both paid vacation and personal health days.
- Both Unique Flexibility & Maximum Impact Time – Throughout the September to May months, we allow for great flexibility in when you fulfill your full-time working hours as well as allowing year-round staff team to work remotely while also ensuring that mid-June to end of August is our maximum impact moments in which we all step it up to be part of seeing meaningful-life change in kids, youth & young leaders.
- Positive growth and development culture – As a camp that has been around for over 80 years we have both a rich history to build upon while also constantly able to adapt to times with the support of a growing year-round ministry team and supportive alumni. The culture surrounding Kwasind has resulted in seeing rapid growth, new opportunities, and space for creativity and innovation to flourish as we invest into the lives of campers and guests moving one-step closer to Jesus.