



Job Description

Title: Maintenance/Groundskeeper

Reports to: Maintenance and Food Services Manager

Based at: Brightwood Ranch

Hours of work: 40 hours/week. The hours of work will be flexible during summer camp season.

Hope Mission is a non-denominational Christian inner-city rescue mission based in Edmonton, Alberta. Hope Mission also has branches in Calgary, Red Deer, and Wetaskiwin.

Hope Mission Summer Camps exist to provide a camp experience for underprivileged children – mostly from single parent, foster, and group homes. We are a “one sheep” camp (Luke 15:1-7), maintaining an intentionally low staff to camper ratio to provide campers who require additional support and attention the opportunity to thrive during their week at camp. Hope Mission has two summer camp properties: Brightwood Ranch (1 hour West of Edmonton) and Camp Hope (20 minutes west of Calgary).

Brightwood Ranch is owned by Hope Mission and is located on 220 acres of rolling hills one hour west of Edmonton (near Entwistle). The main site facilities include: four cabins for girls, four cabins for boys, a dining hall (seats up to 200), an indoor gym, climbing wall, zipline, low ropes course, archery & riflery range, petting zoo, horse barn, and outdoor riding arena. We operate programs for youth ages 6-17 through overnight camps. The right candidate will be excited to care for the facilities and property with excellence and care.

Our Vision

Hope Mission has a vision that men, women, youth and children who come to our doors would come to know Jesus Christ as their personal Lord and Saviour.

This vision can be fulfilled only if all staff are diligent in serving, strengthening and uplifting people in the name of Jesus Christ.

Job Summary:

Responsible for the maintenance, vehicle upkeep, and groundskeeping of the 220 acres of Brightwood Ranch in coordination with the Brightwood Programs manager and the maintenance team based at Hope Mission’s Edmonton site. The right candidate must be able to work independently with strong communication with both teams. In the winter season the role may require working at the Edmonton site to support with projects.

Key Attributes:

- Passion for & Commitment to providing quality, safe facilities and grounds for children to experience summer camp.

- Communication: Able to communicate and coordinate internally with the Brightwood Ranch programs team and the Edmonton maintenance team.
- Initiative: Able to plan ahead for work projects and proactively address areas of concern
- Multi-Tasking: Able to juggle competing needs and prioritize completion of tasks and projects
- Faithful, Available, and Teachable: Serve with faithfulness and excellence. Be consistent in work and willing to grow in character and skill. Be willing and ready to serve, strengthen, and uplift people in the name of Jesus Christ.

Major Duties & Responsibilities:

- Maintain and repair all machinery, equipment, and building systems of Brightwood Ranch facilities. Support the Edmonton team when needed.
- Work with the Facilities Supervisor and contractors on any renovation or maintenance projects as required
- Oversees facilities cleaning, snow removal, and landscaping operations
- Repairs and maintains cabins and housing suites on an ongoing basis
- Ensures WHMIS and OH&S standards are being followed
- Meet and escort service persons, utility readers, around the property
- Assists with loading/unloading to receive supply orders and donations and driving to pick up supplies as needed
- Special projects/events as per request (ex. Hope Mission Spring Banquet)
- Respectful and honouring in all interactions with staff, campers, contractors, or visitors
- Work with and provide leadership to volunteers/clients during work days/projects
- Observe and report upon conditions in need of repair
- Keep areas free of all potential hazards
- Work safely, considering common sense, overt instructions, and best practices.
- Engage in productive work throughout the day, guided by priorities and self-monitoring
- Maintain security of all buildings on site
- Attend staff meetings, training sessions, and staff functions
- Miscellaneous duties as required

Minimum Qualifications and Skills:

- Background and experience in construction, maintenance, and procedures related to facility maintenance
- Knowledge in plumbing, renovations, paint, electrical, etc. is required
- Class 5 Driver's license (no GDL)
- Must be physically fit, able to stand for long periods of time, and able to lift 50 lbs or more
- Self-management skills
- Organizational abilities

Other Requirements:

- **Being a Christian organization we require our employees to be in agreement and sign the Hope Mission statement of Faith (<https://hopemission.com/about-us/values/>)**
- **Must be legally entitled to work in Canada on a full-time basis**
- Able to provide a Criminal Record Check and Vulnerable Sector Search
- Able to provide a Child Welfare Intervention Check
- Must be able to provide 3 references (A letter of reference from a ministry or church is an asset)

- Adherence to Hope Mission's Policies and Procedures

Salary & Benefits:

- **\$17.50/hr (1st 3 months), increase to \$18 per hour after 3 months.**
- Housing Benefit provided
- Hope Mission vehicle for work trips and tasks
- Hope Mission cell phone for work/on call
- 2 weeks vacation
- Benefits after contract employment is over

To Apply:

- Email your resume and a cover letter indicating why you want to work for Hope Mission, a Christian ministry, to HR: hr@hopemission.com
- Questions? Contact Antonia at: 780.238.5176 or Antonia.deboer@hopemission.com