



Job Description *We create environments to proclaim the gospel*

Date: January 2026

Position Title: Facilities Intern

Reports To: Managers, Directors

FLSA Status: Exempt Non-exempt






Job Summary:

As a Facilities Intern at Cedarmore, you'll play a crucial role in ensuring the smooth operation and safety of our camp facilities. Your work will directly impact the quality of experiences for guests and staff. You're expected to serve on the front lines of daily camp operations, executing maintenance and facilities tasks that keep buildings, grounds, and equipment functional, safe, and ready for use.

Essential Job Functions.

- **General Maintenance (35%):**
 - Address minor repairs, including fixing broken locks, leaky faucets, and other small issues.
 - Inspect and maintain camp buildings, cabins, and facilities to ensure they meet safety standards.
 - Keep pathways, walkways, and outdoor areas clear and safe for guests and staff.
- **Groundskeeping (20%):**
 - Assist in maintaining the campgrounds, including lawn care, landscaping, and trail maintenance.
 - Clear fallen branches, debris, and other hazards from paths and recreational areas.
 - Help create a welcoming and aesthetically pleasing environment for guests.
- **Facility Upkeep & Cleanliness (15%)**
 - Perform routine cleaning and general upkeep of buildings, common areas, restrooms, and workspaces to maintain safe, functional, and presentable facilities.
 - Support turnover readiness by resetting spaces between guest groups, events, and programs.
 - Identify cleanliness or wear issues early and address them directly or escalate as needed.
- **Collaboration (15%):**
 - Communicate effectively with fellow staff members, reporting any maintenance issues promptly.
 - Coordinate with the property director and supervisors to prioritize tasks and projects.
- **Equipment Maintenance (10%):**
 - Collaborate with other staff to ensure proper functioning of camp machinery and tools.
- **Emergency Response (5%):**
 - Be prepared to respond to emergencies, such as power outages, plumbing failures, or severe weather events.
 - Work closely with leadership team during emergency situations to ensure camper safety.

Skills:

-  High school diploma or equivalent.
-  Basic interest of plumbing, HVAC, electrical systems, and carpentry.
-  Ability to work independently and as part of a team.
-  Strong problem-solving skills and attention to detail.
-  Physical stamina to handle manual labor and outdoor work.