

Building & Grounds Assistant Oakland Feather River Camp - Job Description



Job Title: Building & Grounds Assistant
Full/Part Time: Full Time
Location: Quincy, CA
Compensation: \$21.40 - \$23.90 per hour
Duration: Seasonal
Dates: April 27 - September 18, 2026
Classification: Hourly, Non-Exempt
Reports To: Facilities Manager

Position Purpose:

The Buildings & Grounds Assistant supports the maintenance, repair, and upkeep of camp facilities, equipment, and grounds. This role performs a wide range of skilled and semi-skilled tasks to ensure that camp remains safe, functional, and welcoming for campers, staff, and guests.

Ideal Candidate:

The ideal Buildings & Grounds Assistant is dependable, hardworking, and hands-on. They are comfortable performing physical labor, following maintenance schedules, and assisting with larger projects. They take pride in their work, pay attention to detail, and contribute to a safe and well-maintained camp environment.

Essential Job Functions:

- **Facilities Maintenance & Repair**
 - Perform routine maintenance tasks including painting, carpentry, basic plumbing, and minor electrical repairs under supervision.
 - Identify and report issues requiring advanced repair.
 - Assist Facilities Managers with facility improvement projects and special assignments.
- **Groundskeeping**
 - Mow lawns, trim trees and shrubs, weed, water, remove debris, and maintain camp's natural and developed areas.
- **Equipment Operation & Care**
 - Safely operate and maintain tools, mowers, weed trimmers, chainsaws, and camp vehicles.
 - Conduct basic inspections and minor repairs on equipment.
- **Safety & Hazard Prevention**
 - Identify, report, and correct safety hazards.
 - Maintain clear walkways and safe work areas.
 - Follow all safety procedures.

Other Job Duties:

- Assist with seasonal camp opening and closing.
- Assist with housekeeping duties.
- Support waste management and recycling efforts.
- Respond to maintenance requests from campers and staff as needed.
- Provide logistical support for other departments (e.g., setup for events or program needs).

Relationships:

Reports to Facilities Manager and Assistant Facilities Manager; Collaborates with camp leadership and other departments to ensure safe, functional facilities.

Equipment Used:

Including, but not limited to, the use and care of: Hand tools, power tools, lawn and grounds equipment, vehicles, ladders, radios, personal protective equipment, and other maintenance equipment.

Qualifications *(Minimum Qualifications and Past Experience)*

- **Required**
 - Age 18+
 - 1-2 years of facility maintenance or groundskeeping experience.
 - Ability to safely use tools and equipment.
 - Valid driver's license.
 - Strong organizational skills.
 - Ability to work a flexible schedule including weekends.
- **Desired**
 - Basic knowledge of carpentry, plumbing, or electrical work.
 - Prior camp or recreation facility experience.
 - First Aid/CPR certification.
 - Bilingual - Spanish (additional compensation).

Work Environment & Physical Aspects of the Position:

- Primarily outdoor environment with exposure to varied weather conditions.
- Frequent lifting (up to 50 lbs), bending, standing, and kneeling for extended periods.
- Operate tools and machinery safely.
- Work on uneven terrain and in summer heat.

Typical Day of this Position:

- Perform daily maintenance tasks.
- Complete groundskeeping duties.
- Assist with small repair projects.
- Support facility setup for camp events.
- Respond to maintenance requests.
- Safely store tools and equipment at the end of the day.

Typical Week of this Position:

Oakland Feather River Camp operates on a 7-day camp schedule with rotating staff days off. Most positions follow a five-day work week, but actual shift patterns, break timing, and days off vary based on role and department. Staff are expected to work all assigned shifts as scheduled to maintain smooth daily operations. All staff receive breaks and meal periods in accordance with California labor law.

This non-exempt hourly position is scheduled for five workdays per week. Shift lengths and break timing are determined by departmental coverage needs, particularly during peak camper activity times. Staff may work morning, afternoon, or evening shifts depending on the program and operational requirements. Shifts may include a longer midday break between coverage blocks to support camper needs.

Working at Oakland Feather River Camp

Our Organization Culture

At OFRC, we work hard and we play hard. We are committed to creating the best possible experience not only for our campers but also for our staff. Our community is open and welcoming to everyone—if you want to be here, we want you here!

Oakland is one of the most diverse cities in the country, and we strive to reflect that diversity in our camp community. We value feedback and growth, and we believe everyone—no matter their role or experience—has something to learn and contribute. Our team spans generations, from Gen Z to Baby Boomers, and we celebrate the unique perspectives each person brings to camp life.

Camp is an all-in environment. We pitch in for each other, adapt quickly, and find creative solutions together. You'll be challenged, supported, and encouraged to grow while surrounded by a team that truly has your back. If you thrive in a collaborative, hands-on workplace where community comes first, you'll feel right at home here.

Our Hiring Philosophy & Non-Discrimination Policy

Oakland Feather River Camp is an equal opportunity employer. We believe an inclusive and diverse workforce is invaluable. OFRC does not discriminate internally (in its administrative and program operations) or externally (in its recipients of services) on the basis of race, color, religion, gender, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, record of arrest or conviction, or any other characteristic protected by applicable law. Black people, Indigenous people, People of Color; Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex people; Women; people with disabilities, protected Veterans, and formerly incarcerated individuals are all strongly encouraged to apply for our open positions.

We also recognize that the outdoor and recreation industry has historically lacked representation from People of Color and other marginalized groups. At OFRC, we are committed to breaking that trend by creating a welcoming, supportive environment where diverse voices and lived experiences are valued and celebrated. Studies show that Women and People of Color are less likely to apply for a position unless they match every qualification listed. We know that the best candidate for a role may not meet every requirement, and we encourage you to apply and tell us more about your unique skills and experience.