

Employment Opportunity: Camp Yowochas Maintenance Assistant

Job Summary:

The Maintenance Assistant supports the Operations Manager in keeping the Camp Yowochas site, facilities, and equipment safe, clean, and functioning well. This role is hands-on and offers a chance to learn practical skills in landscaping, groundskeeping, basic carpentry, preventative maintenance, and facility care. Working as part of the Operations team, the Maintenance Assistant helps ensure that campers, staff, and visitors enjoy a well maintained and welcoming environment throughout the summer.

Organization Overview:

YWCA Edmonton is a powerful voice for equity and has been leading social change and progress for women, families and gender-diverse individuals in the capital region since 1907. Part of an international movement, YWCA Edmonton is a trusted provider of services, programs and advocacy work that transforms lives and helps build a stronger, healthier, and equitable community for all. We provide education and services to thousands every year through leadership programs, counselling, outdoor education, healing retreats and supporting people with disabilities.

About Camp Yowochas:

Camp Yowochas is owned and operated by YWCA Edmonton and has been offering camping programs since 1916. Located in Fallis on the shores of Lake Wabamun, we offer year-round outdoor education, recreation, and leadership development opportunities to schools and youth groups from all over Alberta. During July and August, we operate our summer camp programs including day camps, overnight camps, and leadership programs.

Responsibilities:

- Assist with daily groundskeeping tasks such as mowing, trimming, raking, and general landscaping
- Support maintenance of buildings and building systems to ensure they remain safe and operational
- Help maintain and organize workshop, pump house, and garage inventories
- Assist with basic repairs and cleaning across camp facilities
- Support the development and upkeep of preventative maintenance systems
- Perform cleaning or repair tasks as required, including responding to urgent needs under the direction of the Operations Manager
- Keep simple records of repairs, maintenance work, and completed tasks
- Learn and follow all safety procedures related to tools, equipment, and facility operations
- Perform other duties as assigned to support site operations

Qualifications:

- Knowledge of or interest in landscaping and groundskeeping
- Willingness to learn basic carpentry, mechanical, painting, or renovation skills
- Strong work ethic and interest in hands-on, outdoor tasks
- Ability to work safely with tools, equipment, and machinery after receiving training
- Good organizational skills and attention to detail
- Ability to work independently and as part of a small team
- Standard First Aid, CPR, WHMIS training, or a valid driver's license are assets but not required
- Must be able to meet physical demands related to lifting, outdoor work, and varying weather conditions
- A current Intervention Record Check and Criminal Record Check, including a Vulnerable Sector search, are required.

Equal Opportunity Commitment:

For over a century, YWCA Edmonton has been dedicated to creating a community in which everyone has an equal opportunity to achieve their full potential. We know that creating an equitable world requires diversity of thought and equity for all. We stay true to our mission by welcoming the unique contributions that each individual can make, and our hiring practices welcome all candidates. YWCA Edmonton is committed to maintaining a workplace environment that demonstrates a culture built on the fundamental principles of inclusion, diversity, equity, accessibility, and safety.

Acknowledgment:

YWCA Edmonton acknowledges that we are on the traditional land of Treaty 6 Territory and the Metis Homeland of Region 4. The footsteps of diverse Indigenous peoples have marked this territory from time immemorial — First Nations, Metis, Inuit, and now settlers from around the world. We are all treaty members, with recognition and respect for Indigenous Peoples and the traditional territories on which we live, work, and play. We call upon our collective honored traditions and spirits to share responsibility for stewardship of this beautiful land and our community.

Employment Type & Compensation:

This is a full-time position based at Camp Yowochas near Fallis, AB. Staff work on-site Monday to Friday, with room and partial board provided. \$16/hour, plus room (shared accommodations) and partial board available.

Only qualified applicants will be contacted for a prescreening interview. Please do not call with inquiries. This posting will remain open until a suitable candidate is found.

