

GIRL SCOUTS HEART OF THE HUDSON, INC.

DEPARTMENT: Operations	REPORTS TO: Camp Maintenance Manager
SALARY: \$48,000-\$54,000	STATUS: Full-time
FLSA: Exempt	UPDATED: <i>September, 2025</i>
SUPERVISES: N/A	
LOCATION: Camp Wendy, w/ ongoing support for all GSHH Camps	

POSITION SUMMARY:

The Maintenance Technician provides general maintenance, improvement, and overall site oversight in accordance with Girl Scouts Heart of the Hudson (GSHH) policies, safety standards, and legal requirements. The Maintenance Technician ensures a safe, welcoming, and well-maintained environment for Girl Scouts, staff, volunteers, and community partners.

KEY FUNCTIONS & RESPONSIBILITIES:

- Provide input into the planning and implementation of long- and short-term strategies for property development, upgrades, and capital improvements.
- Monitor and evaluate the condition of all buildings, grounds, and infrastructure, recommending enhancements as needed to improve functionality, safety, and member experience.
- Maintain a master schedule of facility inspections, upgrades, and ongoing preventative maintenance.
- Provide year-round upkeep as needed, following the Camp Maintenance Manager’s direction, in areas such as lawn care, roads and trails, snow removal, campsites, and waterfront/dock maintenance.
- Maintain all building exteriors and interiors, including cabins, shelters, restrooms, kitchens, and gathering spaces, ensuring they are clean, stocked, and in good repair.
- Ensure proper winterization of facilities, equipment and systems.
- Maintain and repair vehicles, tools, machinery, and utility systems; ensure that all equipment is serviced on schedule and kept in good working order.
- Maintain accurate maintenance logs, equipment inventories, and inspection records.
- Store all tools and machinery safely and in accordance with insurance and safety requirements.
- Ensure all camp facilities and operations comply with applicable insurance requirements, building codes, health and safety regulations, GSUSA standards, ACA (American Camp Association) accreditation, and GSHH Safety Activity Checkpoints.
- Conduct regular site audits and security checks to identify and mitigate hazards; promptly report accidents, safety issues, or damage to the VP of Facilities and Property Management.
- Maintain clear access to emergency routes; ensure all signage and safety notices are up to date and visible.

- Serve as a welcoming, professional on-site contact for troops, camp participants, staff, contractors, inspectors, and vendors.
- Oversee the check-in and check-out process for all rental groups and troop visitors, ensuring guidelines are understood and followed.
- Assist volunteers and camp staff with setup, logistics, and property-related needs during events and programs.
- Respond to member inquiries and service requests in a courteous and timely manner.
- Contact vendors and collect contracts for repairs, service calls, or emergency work as needed; obtain necessary approvals from the VP Facilities and Property Management.
- Monitor and inspect the quality of work performed by outside contractors and vendors to ensure adherence to contract specifications and safety standards.
- Maintain daily logs of property activities, maintenance tasks, and visitor usage.
- Support scheduled maintenance projects and property needs at other GSHH sites as assigned.
- Represent GSHH positively and professionally with all stakeholders, including neighbors, vendors, contractors, inspectors, and community partners.
- Promote and support the mission and values of Girl Scouts through actions, words, and leadership.

QUALIFICATIONS:

Education, Preparation, and Training

- 3–4 years of property maintenance experience preferred.
- Working knowledge of mechanical, electrical, plumbing, carpentry, and general maintenance.
- Commitment to the Girl Scouts' mission.
- Must pass a background and DMV check.

Skills

- Strong judgment, operational focus, and organizational skills.
- Self-motivated and team-oriented with a strong work ethic.
- High integrity and ability to maintain strict confidentiality.
- The role involves regular use of tools, equipment, and machinery.

Physical Demands

- Must be able to perform tasks that include standing, walking, bending, lifting, or carrying up to 100 lbs, with or without reasonable accommodation.
- Ability to work both indoors and outdoors in various weather conditions.
- Capable of performing physical labor as required by maintenance tasks, with reasonable accommodations if necessary.
- Must be able to visually inspect property and hear equipment sounds for proper operation, with or without accommodation.

Computer Skills

- Proficient in Microsoft 365, Teams, OneDrive, ability to quickly learn and utilize other project management or compliance software.

Travel

- Must travel within GSHH's 7-county jurisdiction.
- Valid driver's license and personal vehicle required.
- Requirement of responding to after-hours maintenance emergencies.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Girl Scouts Heart of the Hudson, Inc. is committed to the principles of equal employment opportunity. Our practices and employment decisions regarding employment, hiring, assignment, promotion, compensation, and other terms and conditions of employment are not to be based on an employee's race, color, sex, age, religion, national origin, disability, ancestry, military discharge status, sexual orientation, marital status, genetic predisposition, housing status, or any other protected status, in accordance with applicable law.