

Site: Silver Lake Conference Center, Year-round Camp and Retreat Center, 65 acres on Silver Lake, in Sharon, CT: www.silverlakect.org

Position: Volunteer Assistant to Site Manager

Responsibilities:

- Assist with Groundskeeping of Camp: Lawn mowing, weed whacking, leaf blowing, winter snow plowing and entrance to building snow removal, branch and tree clearing of 65 acre facility of winterized and summer buildings and grounds.
- Assist with Building Maintenance: Assist with building close-up at end of weekend use by retreat groups, building readiness checks to inspect retreat facilities following our cleaning crew, light maintenance repair as assigned by Site Manager (replacing bulbs, etc.)
- Project Assistance: Assist Site Manager and his Assistant and Volunteer work teams with special facility projects, capital improvements, etc.
- Hospitality and Greeting: May assist in greeting and directing retreat groups to their buildings on Fri. evenings, pulling their trash or other guest needs of retreat groups.

Schedule: Full-Time, off Mondays and additional week or weekend day. Entails working some mid-week days, Fri. evenings and at least 1 weekend day a week. Silver Lake anticipates retreat groups every weekend except holidays.