



Job title	Facilities Site Assistant
Reports to	Facilities Site Manager
Schedule	Full-time, hourly, non-benefitted, Exempt, seasonal, June 14-August 20

Willowbrook Arts Camp seeks a reliable and experienced individual to assist with facilities matters at our large summer camp in Tualatin, Oregon. The Facilities Assistant is responsible for assisting with coordination for the daily maintenance of Willowbrook's equipment and property. The ideal candidate for this position has a background in facilities maintenance, a strong professional disposition, and is comfortable working around a large number of children and staff.

ORGANIZATIONAL OVERVIEW:

Willowbrook is an outdoor, six-week summer day camp which offers a rich environment of integrated arts and nature. It provides opportunities for children to develop their creative potential through experiences in the arts and environmental studies in an atmosphere that mentors and nurtures the whole child, promotes a spirit of peaceful collaboration, and encourages individual exploration and expression. For more information, visit

www.willowbrookartscamp.org

ESSENTIAL JOB FUNCTIONS:

- Work closely with Facilities Manager to maintain camp assets and equipment throughout camp season to ensure good working order and that camp service is uninterrupted
- Conduct periodic inspections of all camp property, tents, water/sink systems, to ensure mechanical soundness and cleanliness; report issues promptly
- Operate equipment safely and report any unsafe work conditions or practices to Facilities Manager; responsible for responding appropriately to facility emergencies
- Recognize and respond effectively to emergencies; address accidents and incidents according to Willowbrook policy and procedures
- Help keep appropriate records of maintenance service on all Willowbrook equipment and property
- Perform various daily janitorial duties, including trash and recycling removal
- Help with opening/locking up camp gates as needed, as well as camp storage trailers and garage
- Perform other duties as requested, directed or assigned by the Facilities Manager; Executive or Program Director

- Act as a steward of Willowbrook's mission, vision, and values by training, modeling, and promoting sustainable behaviors and collaborative operations

DESIRED EXPERIENCE | QUALIFICATIONS | ABILITIES

- High School Diploma or G.E.D.
- 1-2+ years of experience in facilities related field, including operating a forklift
- Understanding of construction, carpentry, electrical, and plumbing systems
- Must attend and participate in required Willowbrook staff training(s)
- Must be available for all six weeks during camp sessions, Monday - Friday, June 14 to August 20; plus, Willowbrook staff set up & tear down day
- Strong ability to multi-task, prioritize, with excellent problem-solving skills; detailed oriented
- Ability to effectively and swiftly deal with and repair unexpected maintenance issues
- Pleasant personality; comfortable working with staff including high school assistants, college assistants, specialists, and support staff; comfortable being around children
- Effective communication skills, both oral and written, including the ability to interact well with Willowbrook's diverse community of staff, campers, families and guests
- Able to read, write, speak, hear and understand verbal and written English; Spanish speaking a plus
- Ability to manage and disseminate information accurately and effectively
- Demonstrate commitment to high professional ethical standards and a diverse workplace
- Previous experience working at a kids' camp ideal but not required
- Must pass a criminal background check and have a valid Oregon driver's license and clean DMV record

WORKING ENVIRONMENT

- Work is performed primarily outdoors at camp (Brown's Ferry Park, Tualatin, OR), rain or shine, with a temporary indoor camp office for support staff
- General schedule is Monday - Friday, 7:30 am - 5:30 pm, evenings and weekends as needed

PHYSICAL REQUIREMENTS

- Ability to work long hours during camp season including some weekends and some evenings as needed
- Ability to be on your feet for long periods of time; extensive periods of standing and walking on uneven and varied terrain
- Ability to lift and carry objects of moderate-heavy weight; bend, stoop, kneel, crouch, push and other strenuous activities

SALARY

\$16/ hour

APPLICATION GUIDELINES/CONTACT:

Please submit a letter of interest and resume to apply@willowbrookartscamp.org with subject line "Facilities Site Assistant." Professional references will be requested for final candidates. Application review is on-going.

Willowbrook Camp is an equal opportunity employer and is committed to maintaining a work environment which is free of harassment, discrimination, or retaliation because of sex, gender, race, religion, color, national origin, physical or mental disability, genetic information, marital status, age, sexual orientation, gender identity, military service, veteran status, or any other status protected by federal, state, or local laws.