



Facilities Manager

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| Reports to | Program Director |
| Schedule | Up to 40 hrs/week Monday - Friday June 2 -August 21 (Thursday schedule may include evenings) |
| Pay | \$23-29/hr DOE with potential for bonus. This position is temporary, seasonal and non-benefited |

**Work collaboratively with the Program Director to set up, maintain
and take down a summer day camp in a public park**

POSITION SUMMARY:

The Facilities Manager is a reliable and experienced handy-person who manages all facilities matters at our summer camp and storage units in Tualatin, Oregon. Set up fencing, commercial tents, stages, furniture, and other heavy equipment in the weeks leading up to camp. Work with the Program Director to ensure all facilities during camp are tidy, secure and well maintained. Other tasks include grey water management, moving and loading or unloading utility trailers, assisting with stagecraft, repairs, troubleshooting, and assisting security/maintenance staff in their duties. Complete pack up of the entire summer camp occurs over the final two weeks of commitment. We are willing to train the right person in facilities and event management.

ESSENTIAL JOB FUNCTION:

- Oversee safe completion of tasks assigned to contractors, vendors, laborers
 - Tow, park and unload utility trailers
 - Transport and set up chain link fencing around the perimeter and interior areas of camp
 - Set up commercial tents in proper locations throughout the park
 - Ensure safety protocols are followed including egress and security
 - Take down tents, fencing, etc after camp and manage proper storage of all assets
- Collaboration with Program Director:
 - Set up and maintain water systems using hoses and splitters
 - Safely set up and maintain outdoor power cords
 - Set up and maintain two pottery sinks to capture clay debris
 - Assist Maintenance/Security staff to maintain camp assets and equipment throughout camp season to ensure good working order and that camp service is uninterrupted
 - Complete regular maintenance of gray water capture and removal systems using holding tanks
 - Complete work orders in a timely manner
 - Assist staff with light construction or other facility needs
 - Conduct periodic inspections of all camp property, tents, water/sink systems, to ensure mechanical soundness and cleanliness; report issues promptly
 - Oversee proper procedure for opening/locking up camp gates, as well as camp storage trailers and garage
 - Recommend and occasionally oversee sale, repair or discarding of unneeded equipment
 - Delegate various daily janitorial duties, including trash and recycling removal
 - Support camper drop off and/or pick up as needed
 - Perform other duties as requested, directed or assigned by the Program Director

PREFERRED EXPERIENCE | QUALIFICATIONS | ABILITIES

- Prior summer camp experience a plus
- Experience in facilities/events related field
- Ability to problem solve unforeseen issues
- Experience with light construction (tents and stages), carpentry, electrical, and plumbing systems
- Attend scheduled meetings and shifts

- Attention to detail, especially regarding safety, in an environment that requires prioritization of multiple tasks and communication with a team
- Comfortable with shifting priorities
- Ability to effectively and swiftly deal with and repair unexpected maintenance issues
- Personality traits: Professional, Helpful, Kind, Honest
- 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
- Experience with, or willingness to be trained in, forklift operation

WORKING ENVIRONMENT & PHYSICAL REQUIREMENTS

- Work primarily outdoors at Brown's Ferry Park, rain or shine
- 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
- Must pass a criminal background check, complete online pre camp training, and have a valid Oregon driver's license. Bonus for CDL.

GENERAL EXPECTATIONS

- Operate equipment safely and report any unsafe work conditions or practices to the Executive Director.
- Recognize and respond effectively to emergencies; address accidents and incidents according to Willowbrook policy and procedures.
- Keep appropriate records of maintenance service, sale, and purchases on all Willowbrook equipment.
- Act as a steward of Willowbrook's mission, vision, and values by training, modeling, and promoting sustainable behaviors and collaborative operations.

ORGANIZATIONAL OVERVIEW:

Willowbrook Arts Camp has been in operation for over 40 years as an outdoor, six-week summer day camp which offers a rich environment of integrated arts and nature. Campers have the opportunity 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

TO APPLY:

Fill out an application online through the staff portal: <https://willowbrook.campmanagement.com/>

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.