



Job Description

Position Title: Facilities Assistant

Reports To: Facilities Coordinator

Mission:

The American Youth Foundation inspires people to discover and develop their personal best, to seek balance in mental, physical, social and spiritual living and to make a positive difference in their communities and in the wider world.

Expectation of All Employees:

Shows commitment to the core values of best self, balanced living, safety, respect, responsibility and stewardship. Supports the organization's mission, vision and ethics by displaying the following behaviors: integrity, openness and honesty, listening and understanding, giving and receiving constructive feedback, seeking a balance between personal and professional lives, dependability and accountability.

General Responsibilities:

- To assist in the maintenance and upkeep of the Merrowvista facilities and grounds during the summer season as part of the facilities team. Your duty is to be part of a small independent team that is essential to a successful camp season.

Specific Responsibilities:

- Community expectations: Follow all policies and procedures outlined in the staff Helping Handbook including our alcohol, drug, and tobacco free campus policy
- Maintain a clean and safe work area.
- Demonstrate the attention and respect needed to learn how to use tools and chemicals safely and effectively.
- Able to drive vehicles around the site with appropriate speed and manner.
- Assist in collecting trash, moving supplies, and sorting recycling multiple times a week.
- Contribute to camp culture through projects, activities, and interpersonal relationships.
- Work within hazardous situations involving heights, heavy objects, and power tools.
- Clean and supply bathrooms, dining areas, and living spaces.
- Maintain the grounds, gardens, and common spaces.
- Adapt to unforeseen circumstances in the event that program activities need be altered.
- Set personal and professional goals for the summer and work towards achieving those goals.

Essential Functions:

- Ability to lift up to 50lbs.
- Ability to respond to and direct groups of kids and/or staff in an emergency
- The ability to stay physically and mentally motivated.

Qualifications:

- Minimum 18 years of age (21 years preferred)
- Ability to organize and maintain equipment
- Interest, knowledge and skill in the use of tools, custodial duties, and maintenance.
- Comfortable with heights, heavy objects, and power tools are preferred.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required for this position. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.