

Facilities Assistant

Job Description

Reports To: Facilities Manager



American Youth Foundation Mission

We dare people to discover and celebrate the very best in themselves and others; inspire them to explore diverse perspectives and complex challenges; and embolden them to live courageously, engaging their full capacity.

Job Location: Position is located at Merrowvista in Center Tuftonboro, New Hampshire. The Merrowvista site necessitates the ability to move through rugged terrain. The Facilities Assistant will live onsite during staff training and during the two camp sessions.

Job Type: Full Time, Seasonal.

Job Summary:

As part of the Facilities team, Facilities Assistants help in the maintenance and upkeep of the Merrowvista facilities and grounds during the Program season. Summer 2024 will include two and a half weeks of paid staff training beginning June 13, followed by two three-week camp sessions ending August 11.

Position Responsibilities:

- Maintain a clean and safe work area.
- Demonstrate the attention and respect needed to learn how to use tools and chemicals safely and effectively.
- Assist in collecting trash, moving supplies, and sorting recycling multiple times a week.
- Clean and supply bathrooms, dining areas and living spaces.
- Maintain the grounds, gardens and common spaces.
- Contribute to camp culture through projects, activities and interpersonal relationships.
- Adapt to unforeseen circumstances in the event that program activities need to be altered.
- Promptly discuss any difficult situations that arise in camper or staff relationships, discipline and other areas of concern with the Coordinator and Director.
- Establish personal and professional goals for the summer and work toward those goals.
- Complete all job functions, including requested records, written reports, and other duties as assigned.
- This is not meant to be a complete list of all responsibilities. Other duties may be assigned.

Skills and Qualifications:

Required:

- Age Requirement: 18 or older, 21 or older preferred
- Comfortable with heights, heavy objects and power tools.
- Work within hazardous situations involving heights, heavy objects, and power tools.
- Ability to drive vehicles around the site with appropriate speed and manner.
- Ability to lift up to 50 lbs.
- Ability to respond to and direct groups of children and/or staff in an emergency.
- Ability to stay physically and mentally motivated.
- Support the organization's mission and vision with integrity, dependability, and accountability.

- Interact effectively with individuals and groups respecting social and cultural diversity. Establish and maintain appropriate professional relationships and interpersonal skills that contribute to a positive community.
- Demonstrate passion for serving youth, encouraging campers to explore through play and creating a space where youth feel included and a sense of belonging.
- Fully participate in and be present at all camp community activities, including staff training activities.
- Maintain effective mental, emotional, and social interactions in our youth centered residential summer camp program.
- Ability to handle stressful situations appropriately, maintaining mental, emotional, and social resiliency needed for the job in a fast-paced, interactive environment.
- Use effective and appropriate self-care practices for maintaining overall wellness.
- Follow all guidelines and policies as described in the AYF (American Youth Foundation) staff manual.

Preferred:

- Interest, knowledge and skill in the use of tools, custodial duties and maintenance.
- Current certification in CPR and First Aid (training available for accepted applicants).

Work Environment:

- Position is located at Merrowvista in Center Tuftonboro, New Hampshire. The Merrowvista site necessitates the ability to move through rugged terrain.
- Facilities Assistants will live onsite during staff training and during the two camp sessions, including weekends and evenings, to be available 24 hours/day in case of emergency response.
- Housing and all meals are provided.
- Staff live in a communal space with other staff or in cabins with campers, depending on position.

Compensation:

- Weekly pay: \$500
- Facilities Assistants will receive one day off for every six days worked

Company Culture:

The AYF believes that how we act and interact reflects who we are as a community. In practice, at the AYF we value investing in youth, stewarding the environment, encouraging participants and staff to explore and develop their values and beliefs, belonging in community, and growing together.

Recognizing the full value of all, the American Youth Foundation affords equal opportunity for employment and program participation to all individuals on the basis of merit and/or eligibility without regard to race, color, sex, pregnancy, sexual orientation, gender identity, familial status, religion, national origin, citizenship, disability, age, military status, or any other basis prohibited by law.

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.

Updated: 11/16/2023