



## Facilities Specialist

### 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 Miniwanca in Shelby, Michigan. The Miniwanca 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:** Seasonal

**Job Summary:** Facilities assistants spend their day starting off with cleaning of common spaces and doing small maintenance projects once those tasks are completed, we move on to larger projects which often include cutting grass, landscaping, painting/staining buildings, or other large projects. The summer of 2024 will start June 2, prior to NLC starting and go through August 10, the end of summer camp.

#### Position Responsibilities:

- Cleaning of common spaces (Bathrooms, hallways, offices, trash removal, etc.).
- Lawn maintenance (push mowing, string trimming).
- Assisting in the moving of luggage on move in/out days.
- General camp maintenance (painting/staining buildings, weeding landscaping, basic building maintenance, etc).
- Work with program staff and food service for the common goal of the AYF.
- This is not meant to be a complete list of all responsibilities. Other duties may be assigned.

#### Skills and Qualifications:

- **Required:**
- 18 years of age
- Attention to detail.
- An understanding of basic cleaning skills.
- A willingness to work in all weather conditions.
- A desire to learn new skills.
- 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:***

- 21 years of age with a valid drivers license.
- Experience cleaning.
- Lawn care experience.
- Basic understandings of hand tools and how to use them.
- DIY experience.

**Work Environment**

- Position is located at Miniwanca in Shelby, Michigan. The Miniwanca site necessitates the ability to move through rugged terrain.
- Facilities members will live onsite during NLC staff training, NLC, summer camp 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.

**Compensation:**

- Weekly pay: \$500
- Duration: 10 weeks
- Facilities Specialist 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: 11/9/2023*