



Job title	Facilities Manager
Reports to	Executive Director
Schedule	Full-time, hourly, non-benefitted, exempt, seasonal, June 5 -August 18 Monday - Friday with two weekend days - Saturday, June 24 and Sunday, August 6.

Willowbrook Arts Camp seeks a reliable and experienced individual to manage all facilities matters at our summer camp in Tualatin, Oregon. The Facilities Manager is responsible for planning, communication, oversight and coordination for the load in and move out of all camp equipment, tents and supplies. They will also provide daily maintenance of Willowbrook’s equipment and property. The ideal candidate for this position has a background in facilities maintenance, event project management and is comfortable working around a large number of children and staff.

ORGANIZATIONAL OVERVIEW:

Willowbrook offers an outdoor, six-week summer day camp which has 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 collaboratively with contractors to project manage, camp set up and tear down operations as needed.
- Set up secure fencing around the perimeter and interior areas of camp.
- Use a forklift to place fencing and pottery wheels.
- Safely set up and maintain outdoor power cords.
- Set up water systems using hoses and splitters.
- Set up and maintain two pottery sinks to capture clay debris.
- Assist outside vendor to assure all tents are set up in proper location and safety is maintained
- Work closely with security/Facilities Assistant 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.
- Manage camper pick up process under the supervision of the Business Manager.
- 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 Executive Director or Business Manager; responsible for responding appropriately to facility emergencies
- Recognize and respond effectively to emergencies; address accidents and incidents according to Willowbrook policy and procedures

- Keep appropriate records of maintenance service on all Willowbrook equipment and property
- Perform various daily janitorial duties, including trash and recycling removal
- Responsible for 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 Executive Director or Business Manager
- 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.
- 2-3+ years of experience in facilities related field, including operating a forklift
- Proven ability to project manage event set up and tear down, including ability to work with contractors changing schedule
- Understanding of light construction (tents and stages), carpentry, electrical, and plumbing systems
- Must attend and participate in required Willowbrook staff training(s)
- Must be available for Monday - Friday from June 8 - August 19 plus, Willowbrook staff set up & tear down day
- Strong ability to multi-task, prioritize, with excellent problem-solving skills; detailed oriented
- Comfortable with uncertainty.
- Ability to effectively and swiftly deal with and repair unexpected maintenance issues
- Pleasant personality; comfortable working with staff of 100+ including high school assistants, college assistants, specialists, and support staff; comfortable being around children (500-600 per day during camp sessions)
- 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, 9:30 am – 6:00 pm (with an unpaid 30 minute lunch break), some evenings and two weekend days. Thursdays and Fridays the schedule may be until 9:00Pm.

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

\$30 hour

APPLICATION GUIDELINES/CONTACT:

Please submit a letter of interest and resume to employment@willowbrookartscamp.org with subject line "Facilities Manager." 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.