



Job title	Security/ Facilities Assistant
Reports to	Executive Director
Schedule	Full-time, hourly, non-benefitted, Exempt, seasonal, June 12 -August 18 and two weekend days - Saturday, June 24 and Sunday, August 6.

Willowbrook Arts Camp seeks a reliable and experienced individual to provide security and to assist with facilities at our summer camp in Tualatin, Oregon. The Security/ Facilities Assistant is responsible for assisting with security and safety at our camp. They will ensure the safety of campers while they are onsite by providing onsite security, while also maintaining water, sprinklers and handwashing stations. The ideal candidate for this position has a background in facilities and/or security, a strong professional disposition, and is comfortable working around a large number of children and staff.

ORGANIZATIONAL OVERVIEW:

Willowbrook offers an outdoor, six-week summer day camp which offers 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:

- Help greet campers and families each day and ensure proper sign in/out procedures
- Coordinate with the Business Coordinator & Welcome Desk staff to ensure that all visitors are properly documented, and visitor identification is verified .
- Assure that visitors do not enter the camp without an escort or prior approval.
- Observe campers throughout the day, watching for signs of distress, unsafe or improper behavior, signs of bullying; notify the Community Support Specialist(s) and work with them to mediate/intervene as needed
- Perform scheduled and random checks in designated areas throughout the camp to check for any security breaches or concerns; patrol camp perimeter
- Present security protocols and procedures to all staff members and campers at the beginning of each week; offer refreshers throughout the camp season
- Assure that lighting, fencing and locks are in place for overnight safety.
- Assure all gates and trailers are secured each night.

- Maintain handwashing and water stations in essential areas. Work with others to refresh them in all areas.
- Assist the Facilities Manager with all sink, water, electric, tent and other maintenance.
- Coordinate with local law enforcement during emergency situations, act as point of contact between the organization and local law enforcement during these times
- Recognize and respond effectively to emergencies; address accidents and incidents according to Willowbrook policy and procedures; notify Program Director as needed
- Help keep appropriate records of maintenance service on all Willowbrook equipment and property
- Perform various daily janitorial duties, including trash and recycling removal
- Help with 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 Facilities Manager; Executive or Program Director
- 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.
- 1-2+ years of experience in security and/or facilities related field
- Knowledge of current security and property protection techniques and methodologies
- Understanding of fencing, carpentry, electrical, and outdoor water systems
- Must attend and participate in required Willowbrook staff training(s)
- Must be available to work 8 hour days from June 12 -August 18.
- Strong ability to multi-task, prioritize, with excellent problem-solving skills; detailed oriented
- Ability to effectively and swiftly deal with and repair unexpected maintenance issues
- Pleasant personality; comfortable working with staff including high school assistants, college assistants, specialists, and support staff; comfortable being around children
- 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, 7:30 am – 5:30 pm, evenings and weekends as needed

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

\$24-25 hour

APPLICATION GUIDELINES/CONTACT:

Please apply on our website <https://www.willowbrookartscamp.org/employment> use the title security/facilities assistant as the desired position. 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.