



**Job Title:** Facilities Assistant  
**Reports to:** Facilities Manager  
**Classification:** non-exempt, part-time to full time

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## Who we are

With nature as our catalyst, Camp Fire Minnesota energizes youth to discover their spark so their futures glow brighter. Youth spend 90% of their time indoors – and that was before COVID-19. Camp Fire Minnesota addresses this challenge by delivering culturally relevant, nature-based programs on site and throughout the community to 6,300 youth from all backgrounds each year – and reaching an additional 3,900 youth with our free online My Nature Connection lessons. We help youth “light their spark within” through summer and school break camps, environmental education & STEM field trips for schools (in-person and virtual), and out-of-school time nature programs.

We are proud to offer welcoming and affirming programs to youth in the community. Read about our inclusion work at <https://campfiremn.org/inclusion>. As a result our financial aid and scholarship programs 48% of youth attend programs at no or reduced cost.

Our Excelsior property is a 103-acre property featuring restored wetlands, prairie, a half-acre pollinator garden, Big Woods forest, 2,000 feet of shoreline on Lake Minnewashta, and more. Located just 30 minutes from Minneapolis, the property is an outdoor escape that’s just down the road – perfect for hands-on learning outdoors, as well as rental events like weddings, corporate meetings, and other special event rentals.

## Where we are headed

Camp Fire Minnesota envisions a future where every young person has access to nature-based experiences and learning. In order to bring this vision to life, we set out a new Strategic Plan in 2020. Recognizing the inequity in our field (both in the past and today), this new strategic plan aims to further diversify what spending time in and protecting nature looks like – for every young person. We are leveraging our site in new ways with the addition of a brand-new Community & Dining Center. View our strategic plan: <https://campfiremn.org/wp-content/uploads/2020/10/2020-2022-Camp-Fire-Minnesota-Strategic-Plan-1.pdf>.

## Position Overview

As a Facilities Assistant you will help to create a clean, safe, and inviting space for participants, staff and visitors. This position is responsible for the overall cleanliness and orderly appearance of buildings, facilities and outdoor spaces.

## We’re looking for someone who is:

- Attentive to details and proactive to foresee and resolve issues.
- Calm and an effective problem solver.
- Proud to ensure a great first impression with Camp Fire participants and guests.

### **Primary Responsibilities**

**Daily custodial duties:** This position is responsible for daily cleaning of buildings and common areas, and cabins. In partnership with the Facilities Manager, the Facilities Assistant ensures cleaning procedures follow the Minnesota Department of Health and Center for Disease Control and Prevention guidelines and regulations.

**Event Set-up & Prep:** In collaboration with the events and programs teams, the Facilities Assistant ensures all facilities and outdoor areas are clean, set-up appropriately, and ready for guest arrival.

**Grounds Maintenance:** Assist in the overall upkeep and maintenance of buildings and facilities on the property including but not limited to mowing, snow removal, etc

### **Physical Demands:**

- Required to walk, sit, stand, bend, climb, balance, stoop, kneel, crouch, crawl, and move continually during working hours
- Required to feel objects and use fingers to operate tools and controls
- Must be able to lift objects up to 50lbs
- Able to work both indoors and outdoors and in precarious or high locations

### **Qualifications:**

- Ability to read and interpret instructions, procedures, manuals, and other documents
- Prior knowledge of cleaning methods and equipment, as well as basic understanding of upkeep and care of equipment used for cleaning desirable
- Previous facilities or janitorial experience desirable
- Strong communication skills

**Wage:** \$17-\$20 per hour based on experience

**Hours:** September – May: 20-32 hours per week. May – August: 40 hours per week, depending on scheduled events. Work hours may be into the evening or weekend depending on scheduled events and Facility Manager needs.

### **Application Process:**

Send cover letter, resume and three references to Human Resources: [hr@campfiremn.org](mailto:hr@campfiremn.org). Include "Facilities Assistant" in the subject line of your email.

The posting will remain open until filled. Due to the volume of applications, we cannot guarantee that we will be able to respond to inquiries to check on the status of your application, thank you for your understanding.

**Location:** Camp Fire Minnesota, 3300 Tanadoona Drive, Excelsior, MN 55331

*Camp Fire Minnesota is strongly committed to addressing environmental justice. We encourage candidates with diverse experiences and backgrounds, Black, Indigenous and people of color, LGBTQIA2S+ individuals, and unemployed persons to apply.*

