



**Job Title:** Facilities Assistant  
**Department:** Programs and Operations  
**Purpose:** Work collaboratively with Facilities Manager to maintain Camp Fire Facilities  
**Reports to:** Facilities Manager  
**Classification:** Seasonal/Hourly  
**Dates:** April 3, 2023-September 30, 2023

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### **About Camp Fire Minnesota**

With nature as our catalyst, we energize youth to discover their spark so their futures glow brighter. Youth spend 90% of their time indoors. Camp Fire Minnesota addresses this challenge by delivering culturally relevant, nature-based programs at our Excelsior and Grand Rapids properties and throughout the community to over 6,500 youth from all backgrounds each year. We help youth “light their spark within” through summer camp, environmental education & STEM classes for schools, and community-based out-of-school time nature programs.

We are proud to offer inclusive and welcoming programs to youth in the community. To this end, 40% of Camp Fire youth participate at reduced or no cost. As a result of their Camp Fire experience, 92% of youth report valuing nature and stewarding the environment.

Our summer camps at our Excelsior property offer youth and teens, progressive, nature-based learning through day, specialty day, overnight, adventure and leadership development camps. Camp Fire Minnesota is an ACA accredited camp.

### **Inclusion Statement:**

Camp Fire believes in the dignity and the intrinsic worth of every human being. We welcome, affirm, and support young people and adults of all abilities and disabilities, experiences, races, ethnicities, socio-economic backgrounds, sexual orientations, gender identities and expressions, religion and non-religion, citizenship and immigration status, and any other category people use to define themselves or others. We strive to create safe and inclusive environments that celebrate diversity and foster positive relationships. All are welcome at Camp Fire.

### **About This Position**

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, basic facility repairs, 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: Seasonal Schedule:** April – September: 32-40 hours per week. October – March 10-20 hours per week, depending on scheduled events. Work hours may be into the evening or weekend depending on scheduled events and Facility Manager needs.

## **Physical Demand**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk or hear, and use hands to handle, or touch objects or controls. The employee is regularly required to stand and walk. The incumbent may also be required to stoop, bend, or reach above the shoulders. The employee must occasionally lift up to 25 pounds.

### **Work Environment**

The work environment is typically performed in a normal camp environment. The noise level in the work environment is usually moderate to high.

The above statement reflects the general details necessary to describe the principal functions of the occupation and shall not be construed as a detailed description of all the work that may be inherent in the occupation.

### **Application Process:**

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

Deadline to apply is March 17<sup>th</sup>, 2023. Due to the volume of applications, we cannot guarantee that we will be able to respond to inquiries on the status of your application, thank you for your understanding.

*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. Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At Camp Fire we are most interested finding the best candidate for the job and someone who is committed to our mission and values. We encourage you to apply, even if you don't believe you meet every one of our qualifications described.*

