



Job Description

Job Title: **Site Assistant**

Classification: ***Full Time, hourly, non-exempt***

Reports to: Site Manager

About Westwind

Westwind is a 529 acre camp, farm and wilderness area set in the middle of the Cascade Head UN Biosphere Reserve in Oregon. Owned and operated by the Westwind Stewardship Group, Westwind is home to Camp Westwind, the Northwest Outdoor Science School, workshops, events and volunteer programs.

Primary Responsibilities

The Site Assistant reports to Westwind's Site Manager. This is a full-time, year round position.

At the direction of the Site Manager, the Site Assistant is responsible for assisting in all aspects of management and operation of Westwind's site, facilities and equipment.

This includes but is not limited to:

- Greet, transport and assist site guests of all ages and capabilities as needed.
- Perform daily, regular, seasonal and long-term building, custodial, site and equipment maintenance. This includes maintenance and improvement projects on the site's buildings and water, septic, power, communications and transportation systems.
- Promote and support Westwind vision & mission.

Job Duties

- Support maintenance activities of facility, equipment, road and site.
- Perform informational and hospitality tasks relating to guest use of site.
Examples: Give Westwind Orientation, answer basic questions about Westwind, the environment and the organizational history; assist in check-in and out of groups (including assistance during group clean-up), maintaining firewood and other supplies, performing timely repairs to insure guest comfort and safety.
- Provide a welcoming, sensitive and hospitable atmosphere for diverse user group participants including students, summer campers, employees and volunteers.

- Assist in monitoring and maintaining electrical, well water, septic, propane, transportation, communication, and emergency systems in accordance with health and safety codes.
- Help maintain site security.
- Help maintain documentation of sanitation standards, maintenance performed, and safety checks.
- Regular availability for weekend shifts.
- Periodic availability for overnight on-call shifts.
- Assist Site Managers and Program Director to maintain certifications (ACA and Coast Guard).
- Transport luggage and assist guests by boat or road.
- Assist in tending on-site livestock.

Job Qualifications

- Excellent interpersonal skills and enjoy working closely with others.
- Ability to lift 80 lbs, dig, load, repair, clean, walk considerable distances through sandy, steep and rough terrain.
- Ability to drive a trailered vehicle and tractor.
- Ability to use heavy equipment and hand tools including a chainsaw, weed wacker and woodworking equipment.
- Ability to keep track of multiple simultaneous ongoing projects.

Job Requirements

- Current First Aid and CPR certification, or higher level of certification.
- Valid Driver's License.
- Demonstrated knowledge and abilities in vehicle and boat maintenance, electrical work, carpentry and plumbing.
- Familiarity with word processing and e-mail communication.
- Must be able to pass mandatory criminal background check.