



### ***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 stewardship 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, water, septic, power, communications, and transportation systems.
- Promote and support Westwind's vision & mission.

#### **Job Duties**

- Monitor and maintain facilities, equipment, grounds, and site.
- Ensure that all equipment and vehicles are in working order, including annual maintenance, completing repairs as needed, and completing all documentation, recordkeeping, and fulfilling compliance requirements.
- Monitor and maintain safety of trails, paths, and road to ensure safe passage of guests.
- Monitor and maintain electrical, well water, septic, propane, transportation, communication, and emergency systems in accordance with health and safety

**Westwind Site Assistant** - Job Description (2021)

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codes.

- Maintain weekly documentation records of site actions.
- Monitor and maintain health and safety requirements.
- Provide documentation of standards, maintenance, and checks to ensure safety and compliance.
- Assist Site Manager, Program Director, and Operations Director to maintain certifications (ACA and Coast Guard).
- Help maintain site security.
- Transport trash and recycling from camp to pick-up service location, twice weekly or as needed.
- Tend and care for on-site livestock.
- Transport luggage and assist guests by boat or road.
- Maintain firewood and kindling as well as provide other supplies for user group participants and guests including volunteers.
- Perform timely repairs to ensure guest comfort and safety.
- Perform informational and hospitality tasks relating to guest use of site. Give Westwind Safety Orientation if the need arises, 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.
- Provide a welcoming, culturally responsive, and hospitable atmosphere for diverse user group participants including students, summer campers, rental guests, visitors, employees, and volunteers.
- Attend meetings, as requested.
- Perform tasks as requested by supervisor and Operations Director.
- Maintain positive working relationships with contractors, vendors, local authorities, Westwind staff, and volunteers.

### **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 (front-end loader, ATV) and hand tools including a chainsaw, weed wacker and woodworking equipment.
- Ability to keep track of multiple simultaneous ongoing projects.

### **Job Requirements**

- Regular availability for weekend shifts.
- Periodic availability for overnight on-call shifts.
- Regular, punctual, and consistent attendance.

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- 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 checks.