



WESTWIND

Seasonal Site Assistant Job Description

Job Title: **Seasonal Site Assistant**

Classification: **Non-exempt (Seasonal)**

Reports to: **Site Manager**

Application deadline: **April 17th, 2023**

Dates of Employment: **April 24th through November 30th, 2023**

Compensation: **\$16-\$20/hour**. *Includes optional room and board*

Position Purpose:

Under the direction of the Site Manager, assist in the maintenance and repair of the camp's buildings, grounds, equipment and other facilities consistent with the mission and established policies and procedures of the camp.

Essential Job Functions:

- Maintain grounds
 - Operate necessary grounds care equipment in a safe and efficient manner.
 - Be aware of and make necessary changes to hazards found on camp grounds.
- Assist in the repair of buildings and facilities.
 - Assist with light construction and carpentry projects.
 - Make minor repairs as needed.
- Perform janitorial and general maintenance duties.
 - Sweep and scrub floors, service paper towel and soap dispensers, etc.
 - Dispose of trash and waste. Manage recycling and compost.

Other Job Duties:

Other duties may include but are not limited to:

- Assisting with loading and unloading gear.
- Assisting with documenting and responding to work orders.
- Assisting with responding to emergent site needs such as equipment failure or impacts from inclement weather.
- Operate tractors and other vehicles and equipment as needed.

Relationships:

This position will report directly to the Site Manager and work closely with the Site Assistant.

Qualifications: *(Minimum Qualifications and experience)*

- Must be 18 years of age or older.
- Must have a valid drivers license.

Knowledge, Skills, and Abilities:

- Excellent interpersonal skills and enjoy working closely with others.
- Ability to lift 50 lbs, dig, load, repair, clean, walk considerable distances through sandy, steep and rough terrain.
- Ability to keep track of multiple simultaneous ongoing projects.
- Self starter and organizer.
- Ability to accept guidance, direction and supervision.
- Proficiency in the safe and proper use of hand tools, power equipment and tools, and building materials.
- Ability to understand and implement safety regulations and procedures.
- Ability to safely drive camp vehicles including light trucks, and all terrain vehicles.
- Must be willing to live in a camp setting and occasionally work irregular hours.
- Operate with daily exposure to the sun and heat and other environmental conditions.