



Site Steward II

Job Title: Site Steward II

Classification: Full-time year-round, hourly, non-exempt, benefited

Reports to: Operations Director

Compensation: \$23/hour + benefits

Location: On-site at Westwind, in Otis, Oregon

Application Deadline: Open until filled

Start Date: TBD

Who We Are

Westwind is a 529-acre nonprofit camp, learning space, and wilderness area set within the 10,000+ acre Cascade Head UN Biosphere Reserve on the Oregon Coast. We welcome over 6,000 people each year for summer camp, outdoor school, family programs, retreats, and events. Our mission is to conserve the Westwind site in perpetuity, foster life-changing experiences for all who visit, and inspire people to be stewards of the environment and their communities.

About the Role

The Site Steward II provides key support for Westwind's site operations. You aid in the maintenance of the systems, cycles, and spaces that keep 6,000 annual visitors safe, comfortable, and connected to this place.

This role is expected to work both collaboratively and independently on site maintenance projects. You have an understanding of the site grounds and facilities and know their condition. You catch problems early, and carry them through to resolution. On complex trades work you partner with the Site Steward I. On everything within your domains, the judgment is yours.

We're looking for someone who takes pride in a well-kept place, who understands that maintenance is a form of hospitality, and who wants to build real skill over time. This position is designed with a path forward — Stewards II who develop trades depth are Westwind's pipeline to Steward I.



Our Values in This Work

Discovery: You approach each task with curiosity. You ask questions, learn new skills, and stay attentive to what the land and site need.

Engagement: You show up fully and take initiative. You don't wait to be asked — you see what needs doing and do it.

Belonging: You treat every guest, camper, and colleague with kindness and respect. You help make Westwind a place where everyone belongs.

Resilience: Camp is dynamic. You adapt when plans change, stay steady when things go sideways, and grow from the experience.

Interdependence: You understand that your work supports the entire Westwind community. You care for tools, spaces, and systems as if others depend on them — because they do.

Sustainability: You manage waste thoughtfully, care for equipment, and make choices that protect the natural environment you work in.

Decision Making

Independent authority to:

- Set the schedule and sequence of work within your assigned domains
- Perform routine and seasonal maintenance, repairs, and improvements
- Make purchasing decisions up to \$500 per instance
- Take immediate action in emergency or safety situations
- Direct volunteers and seasonal stewards working within your domains

In collaboration with the Site Steward I:

- Complex trades work in water, septic, electrical, and structural systems
- Project execution where you are a contributing team member
- Skill development and technical training

In collaboration with the Operations Director:

- Set work and on call schedules and duties
- Seasonal and annual priorities
- Purchases above \$500
- Changes to established maintenance cycles or standards



Essential Responsibilities

Domain Ownership

You will hold end-to-end responsibility for a defined set of site domains, assigned in collaboration with the Operations Director. These typically include:

- **Systems monitoring** — regular checks of water, septic, propane, electrical, communications, and emergency systems, with escalation of anomalies to the Site Steward I
- **Compliance documentation** — maintaining records, checks, and documentation required for ACA, County Health, and safety standards
- **Grounds, trails, and roads** — monitoring and maintaining safe passage throughout the site
- **Buildings and custodial systems** — routine maintenance, minor repairs, and the standards of care that keep facilities guest-ready
- **Livestock and farm** — daily care and welfare of on-site animals
- **Waste systems** — trash, recycling, and compost transport and management

Site & Facilities Work

- Perform daily, regular, seasonal, and long-term maintenance across buildings, grounds, and equipment
- Ensure vehicles and equipment are in working order, including scheduled maintenance and documentation
- Complete repairs to ensure guest comfort and safety
- Respond to emergent site needs such as equipment failure or weather impacts
- Maintain firewood, kindling, and supplies for guests and volunteers

Team & Community

- Work shoulder to shoulder with fellow stewards on shared projects
- Support and direct volunteers, including youth volunteer groups
- Greet, transport, and assist guests of all ages and abilities
- Assist with group arrivals, departures, luggage transport, and check-in support
- Deliver the Westwind safety orientation as needed, and answer questions about the site, environment, and organizational history
- Maintain positive working relationships with contractors, vendors, local authorities, staff, and volunteers

Safety & Compliance

- Monitor and maintain health and safety requirements across the site
- Provide documentation of standards, maintenance, and checks
- Support certification and inspection processes
- Participate in the site on-call rotation (see below)



On-Call & Response

Westwind maintains a shared on-call rotation. One person holds site on-call at a time, reachable through a single on-call number, with the schedule published on the shared calendar. When you are on call, you respond and assess — and you call for backup whenever you need it. There is no threshold you have to meet before asking for help, and no expectation that you handle something outside your experience alone.

What You Bring

We recognize that skills can be learned — what matters most is genuine alignment with our values and a willingness to grow. That said, successful candidates will bring:

- Practical experience in general maintenance, repair, and upkeep of buildings, grounds, or equipment
- Ability to work independently, track multiple ongoing projects, and manage your time with care
- Ability to lift 80 lbs, dig, load, repair, clean, and walk considerable distances through sandy, steep, and rough terrain
- Ability to safely operate camp vehicles, tractors, trailered vehicles, and power equipment including chainsaws
- Excellent interpersonal skills and genuine enjoyment of working closely with others
- Familiarity with word processing and email communication
- Valid driver's license
- Current First Aid and CPR certification, or willingness to obtain upon hire
- Ability to pass a criminal background check

Position Requirements

- Regular availability for weekend shifts
- Participation in the site on-call rotation

Westwind provides equal employment opportunities to all employees and applicants and prohibits discrimination and harassment of any type with regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local law.