



Facilities Coordinator

Year-Round, Full-time, Salaried, Exempt

Reports to: Director of Facilities

Sherwood Forest is a year-round, non-profit youth development agency, with programs anchored in resident camp experiences. We believe education and opportunity are rights fundamental to all children. This vision guides our mission: transforming the lives of children in need through powerful programs that allow them to discover their self-worth, realize their potential, and become productive citizens. Through our Quest, Supports for Success, and Outdoor Education programs, we help kids discover the best in themselves so they can grow up to do good in the world.

Sherwood Forest is seeking a year-round, Facilities Coordinator who will live on/near our campsite which is located just outside of Lesterville, Missouri and sits on 478 acres of Ozark land. This person would also need to be able to live on site in the summer. The facilities currently include four villages of cabins, a dining hall, activity lodge, health center, library, science lab, swimming pool, lake, high ropes course, teams challenge course, archery range, campfire circles, outdoor performing arts stage, barn which houses programs in the creative arts and outdoor living skills, and plenty of woods, hills, and trails for exploring nature. In total, we maintain over 30 buildings at camp.

The position offers a chance to live and work in a beautiful location with passionate, dedicated people. Along with the Director of Facilities and Facilities Manager, the Facilities Coordinator works to ensure the safety and integrity of the site and facilities. This is a year-round position with benefits. The ideal candidate will have some skills such as: carpentry, electrical, refrigeration, small engine mechanics, painting, plumbing skills, and experience with facilities maintenance, and be willing to learn more. The ideal candidate will also have good problem solving skills and the ability to laugh.

Job Requirements and Responsibilities:

- Perform general maintenance repairs to buildings
- Assist in major repairs
- Assist in the maintenance of grounds and natural resources
- Help maintain the pool, sewage system and water system
- Assist in housekeeping and general camp clean-up
- Help maintain vehicles
- Assist in managing disposal of trash, garbage, and compost
- Assist in transportation and other program related needs as is necessary
- Other duties as assigned

Qualifications & Certifications:

- At least 18 years of age
- Must have a valid driver's license, the ability to obtain a Class E, pass a driver's certification program, and be approved by Sherwood Forest's insurance company to drive
- Must be able to work with children and receive satisfactory results from a thorough background screening
- Able to become a certified sewage system operator
- Passion for the Sherwood Forest mission with the willingness to "meet our kids where they are" and to go above and beyond to help them overcome challenges

- Knowledge of/experience with electrical, refrigeration, carpentry, painting, and plumbing equipment and installation, small engine mechanics, and pool operations
- Experience in building and grounds maintenance
- Experience with tools and equipment associated with the above
- Have aptitude for carpentry, plumbing and electrical skills
- Comfortable with computers and able to use Microsoft Office

Skills & Abilities:

- Strong interpersonal skills, especially with regards to accepting guidance and feedback
- Good written and verbal communication skills
- Good and persistent problem solver
- Strong work ethic, self-motivated
- Ability to listen and follow instructions
- Willingness to seek additional training to stay current on best practices

Essential Functions:

- Ability to effectively communicate in person or by phone, and exchange accurate information
- Ability to work and navigate in a variety of terrain and weather conditions
- Ability to record, handle, file, disperse, and maintain neat and orderly records
- Ability to operate a computer and other office technology
- Ability to work long and flexible hours
- Ability to drive camp vehicles, mowers, tractors, etc.
- Ability to lift 100 pounds
- Ability to stoop, kneel, crouch, or crawl to make repairs
- Ability to ascend and descend ladders
- Ability to visually assess facilities and vehicles
- Ability and willingness to live at camp over the summer
- Ability and willingness to live within a radius of the facility that would allow you to report to work within an hour if needed

To apply:

Submit a cover letter, resume, and a list of three professional references with necessary contact information to Office@SherwoodForestSTLorg