

## **Facility Associate**

### **Who We Are**

The Mountaineers is a community of outdoor recreationists and conservationists founded in 1906 to explore the peaks and waterways of the Pacific Northwest. Today, we have 14,000 members and seven branches in Western Washington, where we deliver most of our outdoor education programming. Thanks to the work of generations of volunteers and our internationally recognized publishing division, we continue to enjoy an outstanding reputation in the fields of outdoor education, recreation, and public lands conservation and advocacy.

Our dedicated volunteers and staff get people outside to experience the power of the natural world. We advocate for access and protection of recreational lands so that future generations can enjoy these places too. Our core value of community reflects the belief that a diverse and inclusive outdoors inspires unity, respect, and passion for the places we love. Our staff of 45, divided between our two program centers and our nonprofit publishing division, Mountaineers Books, and 2,500+ volunteers work together to achieve our mission to enrich lives by helping people explore, conserve, learn about, and enjoy the lands and waters of the Pacific Northwest and beyond.

Visit [mountaineers.org](http://mountaineers.org) to learn more.

### **Position Overview**

The Mountaineers is currently searching for a new Facility Associate to support our growing community of outdoor enthusiasts and event rental clients. The Facility Associate performs a range of building maintenance and event support tasks; including general and preventative cleaning and maintenance, room set up and customer service. This position reports directly to the Facilities Manager.

You'll love this job if:

- You're mission driven and have a passion for the outdoors.
- You enjoy working with volunteers and community stakeholders.
- You excel in helping to plan and host events.
- You enjoy problem solving and working with your hands.

### **Key Responsibilities**

Room Set Up and Event Services

- Provide day-of setup and basic audio/visual support for Mountaineers volunteer and rental events.
- Provide excellent internal and external customer service; anticipating and responding to customer requests and room setup requirements.
- Support the Rental & Event Manager and Facilities Manager in planning large member events and manage audio/visual.
- Act as the on-site event contact for day-of rental event activities.

### Janitorial

- Responsible for overall cleanliness of the building.
- Regularly clean and sanitize the facility and work areas. Cleaning responsibilities may include:
  - Vacuuming
  - Mopping
  - Wiping down of surfaces
  - Window washing
  - Carpet cleaning
  - Dusting
  - Restocking of bathroom materials
  - Trash removal

### **Requirements**

- Passion for the mission of The Mountaineers, and ability to exemplify the organization's values. Strong desire and ability to work in a diverse, team-centric goal-focused environment.
- Demonstrated ability to work independently with a high degree of accuracy and efficiency.
- Ability to handle cleaning chemicals and solvents daily.
- Valid Driver's License
- Willing and able to submit and pass a background check for approval to work with unaccompanied youth.
- Able and willing to work alone in a large building and on the outside grounds at non-standard evening and weekend hours.

### Desired Qualifications

- Demonstrated ability to communicate effectively at all levels and to build and maintain strong internal and external customer relationships.

- Experience working with volunteers and within a nonprofit organization.

Cultivating an inclusive staff is central to The Mountaineers focus on advancing equity. Our core values are Adventure, Advocacy, Community, Education, and Volunteerism, and we believe a diverse and inclusive environment inspires unity, respect, and passion for our work and one another. We're interested in hearing from people who can work with colleagues of varied experience and background. The Mountaineers is an equal-opportunity employer, and candidates from all backgrounds are considered, and as an organization that values equity and inclusion, we highly encourage people of color, women, LGBTQ individuals, and veterans to apply.

### **Work Environment**

This role is based in Seattle, WA, at The Mountaineers program center in Magnuson Park. The Facility Associate is expected to be on-site as scheduled.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be able to lift 100lbs. with proper assistance and tools. While performing the duties of this Job, the employee is regularly required to stand, kneel, bend, and climb ladders and stairs and consistently lift and/or move up to 20 lbs.

### **Compensation and Benefits**

- This is a part-time position with on-demand weekday afternoons and evenings as well as weekend shifts. Weekly hours will be less than 30 hours.
- The role will entail on average 20 hours a week during the high fall/spring season and 10 or less during the low summer season.
- Pay range is \$19-\$20 per hour depending on experience.
- Candidate must be willing to work early mornings starting at 6:30am on weekends or late nights until 12:00 am depending on client demands throughout the week. Work hours can also fluctuate during high season (Fall, Winter, Spring) and low Summer seasons.
- Additionally, all candidates are expected to attend a one-hour staff and facilities meeting every other week throughout the year.

### Eligible upon start

- Mountaineers membership for individual/family
- Pro-Deal Discounts for outdoor gear
- New Mountaineers titles - free
- Discount at Mountaineers bookstore (50%)
- Two comp Mountaineers courses per year. Additional comp courses available at the discretion and approval of the committee.
- Two free tickets to Mountaineer events

### Eligible after 30 calendar days

- Use of sick days: 1.54 hours accrued per every 40 hours worked
- Use of vacation days: Accrues prorated based on hours worked-

### Eligible after 3 months and 250 hours

- 401k plan: Mountaineers with matching program – we match up to ½ of six percent.

## **How to Apply**

Interested candidates should email a resume and a cover letter explaining 1) what experience, skills, and personal characteristics qualify you for this position and 2) why the mission and work of The Mountaineers appeals to you. Please send your application and cover letter to [jobs@mountaineers.org](mailto:jobs@mountaineers.org). Position will remain open until filled. Full consideration is assured if letters and resumes are received by August 9, 2021

*Disclaimer: The above information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.*