



Buildings & Grounds Assistant Job description

Osprey Wilds is a public, non-profit 501(c)(3) residential environmental learning center and conference & retreat center nestled on the shores of Grindstone Lake in east-central Minnesota. We are committed to developing an understanding, ethics and responsibility regarding the environment and stewardship through formal and informal teaching that links nature and humans.

The Buildings & Grounds Assistant's duties change with the seasons. This person will work maintaining our vehicles, grounds and assisting with general building improvements.

Responsibilities include but are not limited to:

Vehicle and small engine management

- Maintain the whole fleet of vehicles. Includes but not limited to scheduling yearly maintenance, necessary repairs and keeping maintenance logs.
- Maintain all small engines, chainsaws and weed whips with repairs and routine maintenance

Land Management

- Maintain and groom trails
- Assist with scheduling routine controlled burns, invasive species management and property damage

Facility Management

- Ability to operate power tools, landscape tools, and construction tools for work projects
- Assist with buildings and equipment repairs
- General knowledge and skills in the following areas: plumbing, electrical and carpentry

Seasonal Duties

- Snow removal – plowing driveway and road, shoveling sidewalks and sand program areas
- Groom cross-country ski trails

Leadership

- Work with volunteers on projects and improvements
- Assist with planning and leading volunteer work days
- Be an advocate for Osprey Wilds in the local community

Administrative & others

- Ability to operate a personal computer using standard or customized software applications
- Update and manage facility needs document
- Assist the Buildings & Grounds Manager on larger projects



Osprey Wilds

Environmental Learning Center

Qualified candidates will have the following:

- Ability to work both individually and collaboratively
- Able to adapt and prioritize day to day needs of the facilities

Reports to: Operations Director

Classification: Part-time, non-exempt

Benefits

- Work in a beautiful setting: 780 acres with coniferous and mixed hardwoods forest, creek, prairie and wetland areas, as well as a lake with a beach.
- Hourly wage: \$20 per hour
- Flexible work schedule, approximately 16-24 hours per week
- Earned Sick and Safe Time (ESST)
- Paid Family and Medical Leave (PFML)
- 3% retirement contribution
- 20% off facility rental, 25% off in our gift store and 50% off Osprey Wilds programs
- Made from scratch lunch provided during working hours

To apply, please send your resume or application to: Jill Rudolph, Operations Director

Email: rudolph@ospreywilds.org