

CONSERVANCY

FOR CUYAHOGA VALLEY NATIONAL PARK

1403 West Hines Hill Rd., Peninsula, Ohio 44264 | 330-657-2909 | www.conservancyforcvnp.org

Position Announcement **Facilities Coordinator**

January 5, 2023

The Conservancy for Cuyahoga Valley National Park is the official friends group and philanthropic partner for Cuyahoga Valley National Park (CVNP). With a mission to enrich people's lives and enhance our region by inspiring use, preservation and support of Cuyahoga Valley National Park, the Conservancy offers cultural and educational programming, co-manages the park's volunteer program, provides venues for weddings, meetings and special events, and operates park retail spaces.

We are committed to equity and justice in our organizational practices. We embrace diversity and practice inclusion internally and externally, assuring that all people are welcome in the park, in employment, in volunteerism and in Conservancy programs. We strive to provide a welcoming, collaborative, fun, and meaningful work environment and are committed to the health and well-being of our employees.

The opportunity:

We are looking for a team player who will bring event and operations support skills with a positive approach to helping the organization fulfill its mission to support and enrich experiences in Cuyahoga Valley National Park. Our ideal candidate is punctual, efficient, reliable, and skilled at prioritizing and adapting to dynamic and variable schedules and assignments. Under the direction of the Buildings and Grounds Manager, this position will provide a wide range of courier, custodial, facility, safety, and event management assistance to ensure an excellent experience for visitors, staff and guests. As a Conservancy employee, you will experience meaningful interaction with supportive and passionate Conservancy and National Park Service colleagues, volunteers, and park visitors.

Position Description, Essential Duties (other duties as assigned):

What you'll do:

- Coordinate cleaning, scheduling, maintenance and service on Conservancy vehicles.
- Provide timely and reliable transportation of documents, parcels, products, equipment, supplies and other items as needed for Conservancy internal and external opportunities and operations.
- Efficiently coordinate courier needs and scheduling with flexibility to pivot these to meet the needs of the organization.
- Directly perform and support a wide range of custodial and light maintenance related duties for all Conservancy operated facilities and grounds.
- Perform and ensure facility event setup and cleaning needs are complete and event-ready without interruption of staff, guests and visitors using the buildings.
- Maintain firewood stock at applicable locations.
- Present solutions to cleaning and maintenance issues to the Buildings and Grounds Manager.
- Properly and safely use and store cleaning supplies and chemicals per manufacture guidelines and state and federal regulations. Ensure that products used are authorized for use by the National Park Service.
- Provide support and guidance to staff and vendors as requested related to facility set-up.
- Provide visitor assistance and information in accordance with Conservancy policy, event guidelines and standards of service.
- Employee must be able to satisfactorily perform the essential duties/functions as outlined in the position's job description.

Minimum Qualifications:

Candidate we're looking for:

- High School diploma or GED required.
- Ability to work in a team environment as well as operate independently and ability to work on multiple projects or tasks concurrently.
- Knowledge of and ability to follow accepted safety standards required.
- The employee must have the ability to communicate effectively and in a respectful and courteous manner.
- Ability to identify and evaluate inefficiencies, and the ability to be on time and punctual.
- Willingness and ability to use common cleaning, grounds, and light maintenance related equipment.
- The employee must have reliable transportation and be able to work the variable assigned hours and shifts Sunday-Saturday, as needed to complete the essential functions of the position.
- Must be able to travel to multiple locations throughout CVNP on a daily basis.
- Must have a valid Driver's License, evidence of insurability, and meet our driving record policy. Employee will be required to participate in and pass the government Defensive Driving course.
- While performing the duties of this job, the employee is: often exposed to outside weather conditions; required to regularly go up and down stairs; exposed to moderate to high noise levels; required to walk between buildings and on uneven terrain; required to stand up to 8 hours per day; routinely required to lift up to fifty (50) pounds; regularly exposed to industrial strength cleaning chemicals, hot/cold equipment, institutional size equipment and sharp objects.
- Employee will be required to submit to a criminal record check for the state of Ohio and FBI fingerprint checks and will be checked against the National Sex Offender Database prior to employment, subject to recheck on an annual basis. Employee must also sign an Annual Voluntary Disclosure Statement.

Status/Pay/Benefits: Full-Time, non-exempt, \$12-14 hourly wage range. Excellent benefits package including medical, dental and vision coverage, a fully vested 403(b) retirement plan, and generous leave time.

To Apply: Send cover letter and resume to apply@forcvnp.org, with the subject line reading Facilities Coordinator. This is an immediate opening and posting closes when position is filled.

The Conservancy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, military obligations, or veteran status.