



## **Cibolo Nature Center & Farm Position Description**

### **Facility Maintenance Coordinator**

#### **PART TIME\***

The Cibolo Nature Center & Farm's mission is conservation of natural resources through education and stewardship. We provide programming & visitor experiences for children, youth, adults and families while protecting vanishing natural areas.

#### **Job Description**

The Facility Maintenance Coordinator is for the Cibolo Nature Center and Herff Farm campuses. This position reports to the Building and Grounds Manager and works closely with the COO while serving as a member of the CNC&F Staff to ensure clear communication and effective scheduling to ensure a well organized and maintained Nature Center & Farm.

\*Approximately 20 hours per week, Wednesday through Sunday 2pm-6pm. Occasional other weekend and evening work for special events.

#### **Skills and Experience Needed**

This position requires experience in landscaping, park maintenance, and janitorial duties. This position requires a friendly, people person, accustomed to interruptions and a busy work environment. Must be a team player, self directed and motivated, possess problem solving skills, and display proactive initiative to make decisions daily. Much of the work takes place outdoors, and requires the ability to lift, climb ladders, etc.

#### **Duties:**

1. **Building and Grounds** -Check calendar and attend to the day-to-day facilities and grounds of the CNC & Farm to ensure the campus is ready for business and running smoothly.
2. **Security/Risk Management**-make sure all systems are functional,
3. **Events** - coordinate set up of day-to-day regular events.
4. **Major Events** - assist and be present for all major events. Work with Event Coordinators to ensure set up and tear down meets standard. Assist with logistical planning for smooth execution of major events.
5. **Facility**- Performs campus operations in maintenance, housekeeping and grounds, including performing routine housekeeping (e.g., restroom cleaning, garbage removal) for accommodations, classrooms and offices.
6. **Inspects** facility and grounds daily for repairs and upkeep.
7. **Herff Farm** – Coordinate all work to be done there with Manager. Day-in day-out existing building and grounds issues. (Mowing, restroom cleaning, sweeping, trash removal, etc.)
8. **Park Ranger** – Help evening guests when needed with information or directions at the CNC. Solicit photo fees from property users.