

PROGRAM COORDINATOR

Must live on site. Private housing and utilities are provided.

Must co-domicile with Site+Facilities Manager.

PART-TIME POSITION DESCRIPTION - Equivalent to .5 FTE (average 20 hours per week)

OPTION to take on some responsibilities of Site+Facility Manager and each position be Equivalent to .75 FTE (avg 32 hours per week)

The Program Coordinator supports the on-site needs of residencies, workshops, rental affiliate administration, operations, and programming working under the Program Director, and in coordination with the Executive Director and Facilities team (Site+Facilities Manager, and the Culinary+Housekeeping staff).

POSITION RESPONSIBILITIES

- Welcome residents and guests and orients them to the facilities.
- When no Volunteer Residency Manager is onsite, serve as onsite staff for weekends, nights, and holidays.
- Assist with the management of computers, printers, and other equipment in staff office.
- Photograph campus life and events..
- Assist with social media posts.
- Retrieve mail from mailbox..
- Perform basic care and organization of studios, buildings and restock supplies as necessary.
- Perform basic grounds maintenance, gardening, deck sweeping, etc.
- Assist with setting-up for public events.
- Maintain campus-use schedule and correspond and communicate with residents and guests as required.
- Distribute and collect session-end evaluation forms.
- Support housekeeping tasks on departure days.
- Host group dinners alternately with Volunteer Resident Manager; and help residents with clearing the table and doing dishes.
- Occasionally prepare group dinners, when Culinary staff is on vacation.
- Perform other duties as assigned by the Resident Manager or Executive Director.

Qualifications:

- Capacity to be highly organized, tidy and self-reliant
- Capacity to live and thrive in an isolated, remote location, surrounded by outdoor interests
- Capacity to coordinate emergency situations with onsite Site+Facilities Manager
- An interest in arts and sciences, especially natural sciences
- Demonstrated practice or administration with some related practical work experience is required
- Must be able to lift at least 40 pounds
- Must possess a valid driver's license
- Must possess computer skills
- Must acquire Oregon Food Handler's card
- Ability to complete assignments independently and maintain a flexible attitude
- Ability to work effectively with individuals of diverse cultures, interpersonal styles, abilities, motivations, or diverse backgrounds

Employment Opportunity:

Our organization strives to create a diverse and inclusive environment for individuals who reflect a broad spectrum of identities, including but not limited to gender, racial, ethnic, and social-economic dimensions. We aim to maintain and develop a working environment where individuals are welcomed to express their affiliations, advocacy, associations, and appearance freely. We believe that inclusion of diverse perspectives is essential to achieving our long-term vision and mission. We strongly encourage women, people of color, LGBT individuals, members of ethnic minorities, foreign-born residents, and veterans in occupations or positions where they are underrepresented, and families to apply.

PLAYA is on the Paisley School bus route.

Paisley School is an Oregon public charter school serving grades Pre-school - 12th grade with an average student body of 80 students per year and an average of 7 students per grade level. Foreign exchange highschool students attend Paisley School each year and live in the highschool dormitory in Paisley. Any high school student who completes all four years of high school at Paisley School is awarded significant university scholarships.

Salary: Hourly rate of \$20-\$21/hour with average 20 hours/per week

Private housing on site is available for this position and includes all utilities and wi-fi.

Schedule: Flexible and dependent on program calendar schedule.

Weekends off, if desired

25 annual bi-weekly payrolls

(Campus closed to activity December 1 - January 15)

(equivalent of two weeks in December of payroll if desired, otherwise time-off if desired, can stay on campus or leave campus, or hybrid)

PTO hours accrued, Sick day hours accrued

To Apply:

Send a cover letter and resume expressing interest to info@playasummerlake.org