



Facility Maintenance Staff

The Facility Maintenance staff is responsible for the upkeep and cleanliness of the Nature Center buildings, assists with grounds maintenance, and as needed, event set up and breakdown.

Principal Job Responsibilities:

- Clean and sanitize common areas including restrooms, kitchen, classrooms, windows, floors and additional areas as assigned.
- Proactively identify short and long-term tasks/projects needed for optimal park appeal, cleanliness and safety.
- Create and maintain a calendar of facility management/maintenance tasks by month.
- Maintain adequate tools and supplies for execution of tasks.
- Move furniture as needed for special events and classes/camps.
- Assist with for site specific construction projects.
- Assist the rest of the staff with special events, fundraising events, and facility management as needed.
- Act as a liaison with the City of Dunwoody Parks & Recreation staff for park related improvements, maintenance and projects.

Qualifications:

- Must embrace the mission of the Dunwoody Nature Center to inspire a love of nature and cultivate greater environmental understanding and stewardship
- Affable personality for interactions with the general public.
- Demonstrate professional conduct at all times.
- Must be able to lift 50 pounds, climb on ladders, move furniture and be physically active while on the job.

About the Dunwoody Nature Center: We are a private non-profit 501c3 organization that operates within a 22-acre public park through a long-term lease with the City of Dunwoody. The staff of seven full time employees work closely with a volunteer Board of Directors to safeguard to the organization's mission of inspiring the love of nature and cultivating environmental understanding and stewardship by: conserving and enhancing the park; educating children, families, and adults of all ages about the natural world and our place in it; and motivating environmental awareness and responsible action. The Dunwoody Nature Center is an equal opportunity employer.

Reports to: Executive Director

Work Schedule: Part time 15 hours/week and weekends as needed

Compensation: The Dunwoody Nature Center offers competitive compensation commensurate with experience and other qualifications.

To apply, please send resume and cover letter to Debbie Griffin at debbie@dunwoodynature.org.