

into the wilderness  
*get outside*

## ITW Job Description

Maintenance Coordinator

### Title

Maintenance Coordinator

### Status

Part-time seasonal

Spring position: May/June

Summer position: July/Aug

### Pay

Internship: Pay based on experience

### Goal

The summer season is a busy time for our facility. As we continue to grow, the right individual will help us maintain and steward our gear and our facilities to be functional and professional.





### Summary

The Maintenance Coordinator will perform facilities maintenance (organizing, stocking, cleaning, etc.), gear maintenance (cleaning gear, fixing broken equipment, etc.), and complete special projects as requested.

### ITW Values

The applicant must believe in the centrality, supremacy and lordship of Jesus Christ and desire to grow as a disciple of Jesus Christ. He or she is expected to mature in intimacy with Jesus, keeping Christ as the center of their life. He or she is expected to walk in the light with Christian believers, demonstrate the character of Jesus and walk in step with the Spirit daily. He or she must be competent integrating faith and prayer into their job description and be committed to living for God's glory. The applicant must read and agree to ITW's mission statement and doctrinal statement which can be found on the web site.

### Qualifications

-  Experience with hand tools and power equipment
-  General knowledge of trees, plants and turf
-  Works well independently and as a team
-  Can complete tasks with moderate supervision

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- Good communicator
- Detail oriented
- Self-directed
- Must be able to lift/carry 60 lbs.

## Expectations

*Reports to: Operations Director*

- Responsibly use and care for tools and equipment
- Submit purchase orders, receipts, and appropriate paperwork
- Dress and act in modest and professional manner
- Honor and respect staff and clientele
- Establish schedule and routine for performing duties