



JOB DESCRIPTION

Title:	Facilities Assistant
Reports To:	Program Director
Work Location:	Junior Center of Art and Science
Hours:	up to 12 hours a week including Saturdays (and some Sundays as needed)
Rate of pay:	\$14.00/hour

Overview

The Junior Center's mission is to cultivate curiosity and creative exploration through the arts and sciences. Located in the heart of Oakland on the shores of Lake Merritt, we aim to serve all youth and their families throughout Oakland and beyond.

We value the necessity of equity and representation in the fields of art and science. We strive to invest in the future of these fields by providing equitable access to our programs.

Located in the heart of Oakland on the shores of Lake Merritt, the Center is dedicated to delivering hands-on, engaging programs to the communities of Oakland and the greater East Bay Area. We do so through our interactive learning spaces and through exploratory programs including exhibitions, workshops, and classes both on-site and off-site.

Job Summary and Description

Our support staff is essential to the organization's health and success. We are a small youth center with 5 classroom spaces. With the support of the facilities assistant and a night crew, our facility is in need of regular facility maintenance, cleanliness, and general repair.

The part-time facilities assistant works directly with program staff to provide general facilities maintenance and support. The ideal candidate will have experience working in a community center environment where multi-tasking and prioritizing are required. The ideal candidate must be:

- Detail oriented and able to follow directions
- Able to routinely carry up to 40 lbs. up a flight of stairs, able to climb a ladder
- Reliable, flexible, and adaptable
- Able to work Saturdays and some Sundays as needed

Primary Responsibilities

The primary purpose of this position is to oversee facilities needs and manage day-to-day operations of the facility, including

Facilities

Overall support of building needs, including vendor and city interaction. Responsible for daily building maintenance including:

- Keeping facilities clean, neat and well stocked
- Interaction with the City (i.e. Public Works and Parks and Recreation) for larger building needs
- Ensuring all facilities equipment is functioning properly
- Handle building repairs as needed
- Oversee janitorial maintenance

Other duties:

- Special Event support as needed

This position works closely in conjunction with other staff, the Executive Director, and community, and must be able to pay attention to detail, create good working relationships, and have strong time management skills to complete goals and objectives. This position reports directly to the Program Director.

Skills and Qualifications:

- Some experience working in a community setting
- Proven ability to work collaboratively with others
- Excellent communication and time management skills
- Strong attention to details
- Strong interest in working in a community youth setting
- Able to communicate clearly and efficiently with a variety of audiences
- Must pass a post-employment criminal background check

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties that someone in this position may perform. All employees of JCAS are expected to perform tasks as assigned by JCAS's supervisory/management personnel, regardless of job title or routine job duties.

The Junior Center of Art and Science (JCAS) is an independent, non-profit organization which has been providing educational programs to children and teens for over 60 years. JCAS serves over 25,000 children annually through school outreach programs, after school and summer courses, and a variety of drop-in art and science activities for children and their families.

Multilingual, people of color, and LGBTQIA encouraged to apply.

To learn more, visit the Center's web site at www.juniorcenter.org

The Junior Center is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.