**North Lakeland Discovery Center**

**Position Description**

**Position Title:**  Building and Grounds Assistant

**Reports To:** Building and Grounds Coordinator

**Application Deadline Date:**  Position open until filled

**Nature of Work:** The North Lakeland Discovery Center (NLDC) operates within a team-minded framework and as a mission-based organization, focused on delivering high-quality mission and service opportunities. This position is responsible to assist the Buildings and Grounds Coordinator with the following tasks:

**Specific Responsibilities:**

* Assists with maintenance of all buildings, including but not limited to, painting, staining, roof cleaning, plumbing and carpentry.
* Performs maintenance to our 12-mile trail system, including brushing, clearing, boardwalk repair, sign upkeep, and winter ski trail grooming.
* Performs vehicle maintenance, including oil changes and minor repairs.
* Snow and ice removal from walkways and driveways.
* Regular upkeep of gardens, including watering and weeding.
* Regular upkeep of grounds, including mowing, trimming, and spring/fall cleanup.
* Provides support for fundraising events and weddings, including tent set-up, table and chair set-up, power cord placement and management, and clean-up.
* Provides support to program staff with facility set-up, clean-up, and equipment preparation and distribution.
* Performs cleaning of offices, lodge, Discovery Hall, cabins and bathrooms.
* Transporting, launching and trailering the pontoon boat and other boats.
* Other duties as assigned.

**General Expectations:**

* Strong work ethic and good communication skills.
* Ability to perform cleaning and maintenance work.
* Ability to lift 40 lbs.
* Work indoors and outdoors, sometimes in inclement weather.
* Problem solving skills.
* Knowledge of hand and power tools.
* Ability to work flexible hours, including many weekends.
* Ability to supervise and assist volunteers.
* Flexible and team-oriented individual.
* Valid Driver’s License.

**Qualifications:** This position requires experience in general maintenance, familiarity in lawn work, carpentry, light mechanical work, and general cleaning.

**Status:**

* Position is year-around, full-time, hourly.
* Benefits include health and dental, 401K plan, paid time off (PTO) and holiday leave.
* Compensation: $15 hour. Annual increases subject to review.
* 90 day probationary period.
* Position open until filled.

**To Apply For This Position:**

To apply for this position, send a completed North Lakeland Discovery Center ***Job Application*** (available on the NLDC’s website, [www.discoverycenter.net](http://www.discoverycenter.net) under the Employment tab), and three recent ***References*** to: North Lakeland Discovery Center, Attention Ryan Wahlgren, P.O. Box 237, Manitowish Waters, WI 54545. You may also send an email to [ryan@discoverycenter.net](mailto:ryan@discoverycenter.net) and attach the completed Job Application, Resume and References.

*The North Lakeland Discovery Center is a premier not-for-profit environmental education center located in Wisconsin’s scenic Northwoods. Our 63-acre site is situated among forestland, wetlands, and wilderness lakes and rivers within the 240,000-acre Northern-Highlands American Legion State Forest. The Discovery Center’s activities and experiences promote stewardship of natural and cultural resources, and connect people to nature through education, recreation and research. Our events, facilities, recreation opportunities and engaging outdoor programs encourage lifelong learning and create a sense of community, well-being and fun!*