

## **LAKWOOD OPERATIONS ASSISTANT**

Assistants will help the Manager in the maintenance of the facility, equipment, grounds and building. Most work will be outdoors in all weather and will often be physically demanding. Transportation to Lakewood not provided. Familiarity with common landscape tools and all of the water sports equipment at Lakewood will be helpful.

### **RESPONSIBILITIES:**

Activities will vary with the time of year and will include, but not be limited to:

1. Mowing, raking, weeding, pruning, drainage maintenance and sweeping.
2. Collection and stacking of fire wood.
3. Maintenance of ropes course area including cleaning of dead falls and spreading wood chips.
4. Assist Manager with minor equipment and building projects.
5. Other duties as assigned.

**REPORTS TO:** Lakewood Program Manager

**WORK TIME:** five (5) to ten (10) hours per week

**SALARY LEVEL:** \$8.20 per hour

**APPLICATION PROCEDURE:** See "Hiring Procedures"