

AN OPPORTUNITY TO JOIN A GREAT TEAM!

JOB TITLE FACILITIES ASSISTANT

DEPARTMENT FACILITIES

REPORTS TO MANAGER OF BUILDINGS AND GROUNDS

ABOUT USDAN

Usdan has been recognized as a Top Nonprofit Workplace from 2021-2025! Usdan opens a world for children to joyfully express their creativity and develop their artistic skills. Each summer, teachers and artists — actors, directors, playwrights, painters, sculptors, musicians, composers, dancers, poets, and novelists — come together to teach and collaborate with our campers, ages 5 to 18. Set on 140 acres of natural beauty in Wheatley Heights, Long Island, NY. Usdan is a safe, welcoming place within which campers have the freedom to build new friendships, explore nature, gain personal independence, and have fun, while developing new skills and techniques in their chosen artforms.

POSITION SUMMARY

The Facilities Assistant supports the day-to-day maintenance, repair, and upkeep of Usdan Summer Camp for the Arts' 140-acre campus. Reporting to the Manager of Buildings and Grounds, this hands-on role plays a critical part in ensuring that buildings, grounds, and equipment are safe, functional, and well-maintained year-round, with heightened activity during the busy summer camp season.

Successful candidates are dependable team players who enjoy working outdoors, learning new skills, and contributing to a mission-driven organization serving children and young people. Facilities Assistants demonstrate respect, care, and professionalism when working around campers, staff, and visitors, and take pride in maintaining a welcoming, safe environment.

JOB RESPONSIBILITIES

- Assist with routine maintenance and repairs of buildings, including basic carpentry, interior repairs, fencing, and general upkeep.
- Support roofing, gutter cleaning, painting, and sheetrock repair projects as directed.
- Perform regular inspections and report unsafe conditions, damaged equipment, or maintenance needs to the Manager of Buildings and Grounds.
- Assist with landscaping and grounds maintenance, including mowing, trimming, leaf removal, and seasonal cleanup.
- Help maintain and clean tools, equipment, and workspaces.
- Support set-up and breakdown for camp programs, events, and seasonal operations.
- Follow all safety procedures and contribute to a culture of safety across the campus.
- Work collaboratively with other Facilities staff and follow task assignments and priorities set by the Manager of Buildings and Grounds.
- Handle confidential information with sensitivity and in a trustworthy manner.
- Attend department and staff meetings and trainings as required.



- Always have student safety as a top priority.
- Help to create a joyful, fun and engaging atmosphere for all students and staff at Usdan.
- Perform other duties as assigned.

The above job description is not intended to be an all-inclusive list of duties and standards of the position.

QUALIFICATIONS

- Ability to meet the physical demands of the job, including standing for extended periods, working outdoors, climbing ladders, and lifting up to 50 pounds.
- Willingness to work in all weather conditions.
- Familiarity with hand tools and basic power tools; experience in maintenance, landscaping, or construction is a plus.
- Ability to follow instructions, prioritize tasks, and work both independently and as part of a team.
- Strong work ethic, reliability, and a positive, can-do attitude.
- Commitment to safety and willingness to learn new skills.
- Basic communication skills and the ability to work respectfully around children and colleagues.
- Valid NYS driver's license is required.
- Bilingual skills are a plus.
- CPR Training is not required but a plus.
- Have reliable transportation to Usdan's campus. Requests for accommodations are subject to approval by senior management.
- Must complete New York State required trainings, including but not limited to a Sexual Harassment Prevention training and a Child Abuse and Neglect/Maltreatment Identification. Links to required trainings will be provided after hiring.

DATES AND TIMES

Monday – Friday and one weekend day on-site.

At least 8 hours per day with additional hours possible based on operational needs.

Year-round position with some evening and/or weekend work required, especially during the summer season

COMPENSATION AND BENEFITS

- \$23.50 per hour.
- Workshops in subjects like yoga, ceramics, and archery with other faculty and staff, if offered.

PHYSICAL DEMANDS

Usdan is a 140-acre campus with facilities spread throughout - distances vary and are along uneven surfaces, up and down hills. Some facilities are elevated and require one to two stairs to enter.

Some staff walk an average of two miles per day. Other physical demands include the ability to work in a hot, humid environment; the ability to speak clearly and understand the speech of another person; and the ability to prioritize sounds and focus on one sound among many.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential physical functions of this position.

TO APPLY

- Please apply through our online application: <https://www.usdan.org/employment>
- Cover letter required.
- PDF files are preferred attachments. No phone calls please.

USDAN CENTER FOR THE CREATIVE AND PERFORMING ARTS A/K/A USDAN SUMMER CAMP FOR THE ARTS IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO CREATING AN INCLUSIVE ENVIRONMENT FOR ALL EMPLOYEES. WE WELCOME APPLICANTS FROM DIVERSE BACKGROUNDS TO APPLY THEIR UNIQUE BACKGROUNDS, PERSPECTIVES, SKILLS AND TALENTS TO FOSTER AN OPEN, COOPERATIVE, AND DYNAMIC ENVIRONMENT WHERE EMPLOYEES AND USDAN ALIKE CAN THRIVE. ALL EMPLOYMENT IS DECIDED ON THE BASIS OF QUALIFICATIONS, MERIT, AND BUSINESS NEED.