



Job Description

Position Title: Campus Facilities Coordinator
Employment Classification: Part-time; Hourly; Non-Exempt, Temporary
Reports to: Campus Facilities Supervisor
Department: Administration/Finance of the Orangewood Foundation

Position Summary: Implements the campus security and maintenance plan under the supervision of the Campus Facilities Supervisor for Samueli Academy. This position is an employee of the Orangewood Foundation.

Major Areas of Responsibility:

- Responsible for the opening or closing down of the school on a daily basis as assigned. Hours may vary.
- Work on maintenance assignments as assigned and in coordination with the Campus Facilities Supervisor.
- Coordinates volunteers as part of traffic duty to ensure safe drop-off and pickup of students.
- Work in collaboration with the Administration and staff of the school to patrol the campus and supervise students to ensure a safe campus environment.
- Coordinate with any third party groups regarding access to campus and parking (subject to Head of School approval). This could include providing parking to Wintersburg Presbyterian as part of the reciprocal parking agreement or access to the campus for the outsourced provider of medical services.
- Keep campus clean and orderly on a daily basis.
- Occasionally assist in driving sports teams to and from games.
- Assist with other duties as assigned.

Knowledge, Skill and Experience Requirements:

- Experience in the area of security, particularly school security
- Knowledge of various skills such as plumbing, drywall, carpentry a plus
- Excellent communication skills; both written and verbal
- Proficient in Microsoft Office computer applications
- Possess a valid California driver's license and proof of automobile insurance
- Pass a background Check

Essential Qualities:

- Understanding of and passion for the Samueli Academy's mission and vision
- Exemplifies organizational values
- Capability of handling highly confidential information

Working Environment/Physical Requirements:

Primarily a job in the field working with high school students, their families and staff. Occasional driving to meetings/trainings. Physical requirements include standing, sitting, typing, bending and lifting up to approximately 35 lbs.

Modification to work schedule may be made based on the needs of Samuelli Academy and the Orangewood Foundation.

The Orangewood Foundation and Samuelli Academy and is an Equal Opportunity Employer.