

Grounds and Maintenance  
Wolf Haven International  
Tenino, WA

**Title:** The Grounds and Maintenance position serves as the primary person responsible for maintenance of the grounds and buildings at Wolf Haven International. This position is supervised and takes direction from the Executive Director of Wolf Haven International or his/her surrogate.

**Duties:**

- Keep the grounds and buildings clean and in good condition.
  - Keep trash cans emptied, litter controlled
  - Keep mowed areas neat during summer visitor season
  - Work with the Volunteer Coordinator to set up projects for larger groups of volunteers.
    - Plan out these projects
    - Keep a roster of volunteers for weekly work as needed
- Develop contingencies for projects, ie: who is going to perform the work; volunteers, self, contractors or local businesses.
  - Vehicle and equipment maintenance
  - Building maintenance
  - Trash pickup and removal
  - Portable bathroom maintenance and expansion
  - Pest control
  - Ensure that WHI operates in a safe manner for visitors and employees

Serve to further Wolf Haven's mission.

- Work with volunteers
- Work in a team environment with the staff
- Promote a safe work environment

The Wolf Haven grounds and maintenance person is currently a one person shop. Working with volunteers on a team basis is the way that large tasks are accomplished. The incumbent must be able to prioritize work, make decisions about how the work is accomplished and be able to communicate that to the Executive Director and staff, and volunteers.

This is a full time position. As a full time position, this position is eligible to received health, vision and dental benefits from Wolf Haven's carrier. There is an employee contribution to take part in these benefits. Wolf Haven is an equal opportunity employer.

The work week will consist of Tuesday thru Saturday. Most of WHI volunteers are available on Saturdays so that large projects can be planned and completed.

This is an hourly wage position with compensation being suited to the qualifications and experience of the individual selected.