



Job Title: Facility Assistant

Organization: Boys & Girls Club of Lac Courte Oreilles

Department: Facilities

Reports To: Facility Director

Status: Part-Time/Seasonal

Application Deadline: Open until filled

Position Summary:

The Facility Assistant supports a safe, clean, and welcoming environment at the Boys & Girls Club of Lac Courte Oreilles. This role is vital in ensuring that our facilities honor the LCO Ojibwe community's values of respect, care, and responsibility. The Facility Assistant helps maintain spaces where youth can grow, learn, and connect with their culture, while supporting staff and community programs.

Key Responsibilities:

- Maintain cleanliness and safety of the Club, including indoor spaces, restrooms, classrooms, and outdoor areas
- Assist with setup and cleanup for youth programs, cultural activities, and community events
- Perform routine maintenance tasks, report larger facility issues, and ensure the building remains safe and functional
- Monitor and maintain inventory of cleaning supplies, tools, and equipment
- Follow all safety and health protocols in alignment with Boys & Girls Club and LCO Tribal standards
- Support staff in ensuring youth are safe and respected in all activities and spaces
- Assist with opening, closing, and security procedures, ensuring the facility is protected and welcoming
- Honor LCO traditions and cultural practices in maintaining the facility, including care for shared spaces and natural surroundings
- Perform other duties as assigned

Qualifications:

- High school diploma or equivalent preferred
- Experience in maintenance, custodial, or facility support preferred
- Ability to perform physical tasks (lifting, bending, standing for extended periods)
- Familiarity with cleaning methods, equipment, and safety protocols
- Ability to follow directions and work both independently and as part of a Team
- Respect for LCO culture, youth, and community values
- Strong communication and organizational skills
- Valid driver's license

Skills & Competencies:

- Commitment to youth development and cultural enrichment
- Ability to integrate LCO teachings and values into daily programming
- Strong organizational skills and adaptability in dynamic environments
- Collaborative mindset and ability to work with diverse staff, volunteers, and community members
- Dedication to creating an inclusive environment that respects all identities and abilities

Work Environment:

- Work is primarily based at the Club, with frequent engagement in local schools, community organizations, partner sites, and off-site events.
- Ability to lift, carry, and set up equipment safely
- Work indoors and outdoors may involve exposure to natural elements
- Must be able to lift 50 pounds and perform physically demanding tasks
- Frequent bending, reaching, climbing, and movement of equipment required
- Flexible part-time schedule (includes some evenings and weekends depending on Club operations)

Equal Opportunity Employer Statement:

The Boys & Girls Club of Lac Courte Oreilles is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.