

## YESTERMORROW PROGRAM COORDINATOR

Yestermorrow Design/Build School is seeking a Program Coordinator to perform a variety of project support, facility maintenance and custodial services. Duties include classroom setup, material coordination, basic tool maintenance, assisting with various construction and maintenance projects and light custodial work. This position will play a critical role in ensuring that our facilities (classrooms, dormitories etc) are prepared for the weekly turnover of programming.

The ideal candidate will have basic carpentry skills and knowledge, be enthusiastic about working on a team, flexible and self directed.

This is a 40 hour per week position and applicants are eligible for the Yestermorrow benefits package which includes a generous time off package, health care and a 401k match. Starting salary is \$37,440 (\$18/hour). This schedule will generally work Thursday-Monday with Tuesday and Wednesday as their days off. When there is no weekend work, their schedule can shift to Monday-Friday.

To apply, email a resume and cover letter to [nick@yestermorrow.org](mailto:nick@yestermorrow.org). Please use the following format in the subject line LAST NAME Program Coordinator.

- **Class Support (approximately 60%)**
  - Support the Program Manager
  - Work alongside the seasonal Design/Build Interns to accomplish daily/weekly/monthly tasks
  - Immediately prior to class, clean and set up classroom space and/or job site
  - Ensure that the woodshop, design studio and outdoor work areas are stocked with standard supplies (sandpaper, glue, model making and drafting materials)
  - Ensure all items outlined on class prep sheets are available for instructors
  - Clean and maintain carpentry and fine woodworking tools with support from external sources as needed
  - Maintain First Aid Kits in classroom areas and enforce safety protocols
  - Provide Audio/Visual support to help set up projectors, video, sound
  - After class, clean up classroom and job site, and prep for next class
  
- **Custodial (approximately 15%)**
  - Daily rounds to ensure basic cleanliness
  - Insure adequate inventory of cleaning supplies and paper goods
  - Turnover of dorm rooms, cabins and bunkhouse
  
- **Facilities (approximately 15%)**
  - Support the facilities manager as needed for site, campus, classroom, tools and equipment
  - Routine building maintenance (painting, staining, repairs)
  - Basic landscaping as needed (lawn mowing, snow removal etc.)
  
- **Projects (Approximately 10%)**
  - Assist the Program Manager and Facilities Manager in the completion of campus improvement projects
  - Assist in the completion of course projects as needed