

## Job Description

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JOB TITLE: Maintenance Technician Assistant      WAGE RANGE: DOE (Hourly)

REPORT TO: Maintenance Supervisor

DEPARTMENT: Maintenance      SUPERVISES: none

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**SUMMARY:** The Maintenance Tech Assistant will work closely with the Maintenance Supervisor to ensure the day to day operation of the Inn of the Seventh Mountain run smoothly. He/she shall strive to create an exceptional experience for all owners and their guests by providing outstanding service.

Among, but not limited to, the Maintenance Technician Assistant duties will be a superior level maintenance and environmental stewardship of all common areas at the Inn, including but not limited to maintenance and proper operation of all Inn equipment; care and maintenance of the exterior of the residential buildings, Pool Equipment maintenance, pool chemical tests, common area cleaning, empties trash, patrols grounds for litter, performs grounds inspections, cleaning laundry rooms, minor tree trimming, use and knowledge of proper operations of hand and power tools to include a chain saw. The Maintenance Tech Assistant will oversee and perform minor snow removal of all Inn common area, including application of ice melt and cinders to required areas. The Maintenance Tech Assistant will also be required to fill out daily/weekly/monthly/ etc. maintenance checklists and logs. Assist Maintenance Technicians when needed.

### **JOB REQUIREMENTS:**

- High school diploma or equivalent required.
- Must be a United State Citizen or possess a valid work permit.
- Must be able to read, write, and speak fluent English.
- Must have basic computer skills.
- Must be a positive example for all Association staff, inspiring a good teamwork environment.
- Must be exceptionally detailed in all follow-up activities.
- Must be able to work well under pressure

### **ESSENTIAL JOB FUNCTIONS:**

- Conduct daily inspections of the buildings and roadways and common areas for cleanliness and safety; when necessary, prepare a safety report summarizing deficiencies for submittal to the Community Manager along with action taken to correct deficiencies or recommendations for corrective action; follow through with the immediate resolution of any safety hazard and ensure proper documentation of any incident or accident
- Conduct daily inspections water system, pump stations and central plant.
- Maintain all Inn facilities and common areas in superior condition.
- Maintain an accurate inventory of all supplies.
- Clean up all appropriate downed trees in the common areas
- Remove brush in the forested areas
- Assist in control all noxious weeds in the Inn common areas
- Help resolve owner and their guest issues promptly, in a diplomatic and tactful manner
- Remain alert, courteous and helpful to the owners, their guests and to other Inn staff at all times
- Instill a calm, organized approach in all stressful situations
- Maintain a safe and pleasant work environment
- Maintain a strong morale and spirit throughout the Inn team
- Interact with other staff in a professional manner, assisting other staff with necessary information
- Maintain a professional appearance, demeanor and attitude at all times
- Treat all company property, supplies and equipment responsibly

- Operate, safely and effectively, on all Inn equipment
- Acts with responsibility towards all company property, supplies and equipment
- Shovels snow from stairways, walkways, driveways, and parking lots. Also spreads salt or deice in those areas.
- Uses hand tools such as shovels, rakes, pruning saws, hedge and branch trimmers and axes.
- Assists with maintaining all noxious weeds in the area.
- Operates powered equipment such as mowers, tractors, twin-axle vehicles, snow blowers, chain saws, electric clippers, roto-tillers, brush chippers, lift trucks, trenching equipment, sod cutters and pruning saws.
- Maintains constant awareness of safety issues, (i.e. broken glass, frayed electrical cords, leaks, broken locks and suspicious persons). Reports all safety incidents to Manger.
- Maintain pool and pool chemicals

**WORKING CONDITIONS:**

- Must be able to perform simple grasping, fine manipulation, and repetitive hand & arm movements frequently, and squeezing & overhead reaching occasionally.
- Must be able to work indoors or outside;
- Must be able to stand on feet throughout the day for extended periods of time;
- Must be able to frequently lift up to 20 lbs and occasionally lift up to 50 lbs with assistance;
- Must be able to bend, squat, crawl, kneel, push, pull, walk on uneven surfaces on an occasional basis;
- Must be able to walk outside in a variety of weather conditions (rain, wind, snow, heat);
- Must be able to climb stairs, both indoors and outside in a variety of weather conditions (rain, wind, snow, heat).
- Must be able to show up on time and have good attendance record.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow other instructions and perform other work-related duties requested by his or her supervisor.

**ASSOCIATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

*Aperion Management Group, LLC is an Equal Opportunity Employer (EOE) and is committed to providing equal opportunities regardless of age, race, religion, color, national origin, citizenship, sex, veteran's status, disability, or any other legally protected status.*

The Athletes Village is a local startup whose focus is to build the largest online, interactive sports community in the world. We've designed a free platform that enables anyone from soccer moms to professional athletes to exchange ideas, ask questions and benefit from the knowledge they've consumed. Our goal is to make ridiculous goals & amazing memories achievable for Athletes, Parents and Coaches by giving them access to exclusive training and competition advice that we've collected through our interactive sports community.

We are looking for four interns who are passionate about sports and would like to take advantage of an incredible opportunity to enhance and disrupt the sports world. You will be working alongside two seasoned entrepreneurs in building out this company and will have the opportunity to learn numerous skills which include but are not limited to: interviewing the top athletes and minds in sports, video editing, content management, social networking and app development. Join us as we look to enhance the sports experience for athletes, parents and coaches around the world.



# Drafting Intern

Hakala Manufacturing Inc. dba Brian's Cabinets  
Bend, OR 97702

[Edit Post](#)

## Internship Details

Type	Compensation	Hourly Rate	Hours / Week	Total hours	Course Credit	Interview Required
Internship	Paid	13.00 /hour	10-20	65	Yes	Yes

## Description

Read blueprints and generate custom cabinetry drawings using cabinet design software.

## Organization Information

Hakala Manufacturing Inc. dba Brian's Cabinets

Brian's Cabinets was established in 1977 and is a full line cabinet manufacturer that specializes in custom designs that meet our client's needs. Our team of professionals will help to make your vision a reality with use of a wide range of materials, door styles and unlimited finishing options. We are a true custom cabinet shop with countless options to personalize your design concept. Please see our gallery section for examples of our work.

### Industry Sector

Manufacturing and Product Development

[Organization website](#) [Profile](#)

## Qualifications

Candidates must meet the following requirements:

- Available part-time (10-25 hrs/wk)

- Available day-shift (8a-5p)
- Agree to a pre-employment drug screening test
- Available to High School or College students

Department  
Design/Engineering

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Address

61527 American Loop  
Bend, OR 97702

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Supervisor

Janeen Krasnow  
Controller  
jkrasnow@brianscabinets.com  
(541) 749-1222

# Shop Intern

Hakala Manufacturing Inc. dba Brian's Cabinets

Bend, OR 97702

[Edit Post](#)

## Internship Details

Type	Compensation	Hourly Rate	Hours / Week	Total hours	Course Credit	Interview Required
Internship	Paid	13.00 /hour	30-40	320	Yes	Yes

## Description

Various woodworking skill opportunities. Woodworking experience and/or interest is a plus.

## Organization Information

Hakala Manufacturing Inc. dba Brian's Cabinets

Brian's Cabinets was established in 1977 and is a full line cabinet manufacturer that specializes in custom designs that meet our client's needs. Our team of professionals will help to make your vision a reality with use of a wide range of materials, door styles and unlimited finishing options. We are a true custom cabinet shop with countless options to personalize your design concept. Please see our gallery section for examples of our work.

### Industry Sector

Manufacturing and Product Development

[Organization website](#) | [Profile](#)

## Qualifications

Candidates must meet the following requirements:

- Available full-time (40 hrs/wk)
- Available day-shift (8a-5p)
- Agree to a pre-employment drug screening test
- Be at least 18 years old
- Available to High School or College students

Department  
Varies - Shop

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Address

61527 American Loop  
Bend, OR 97702

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Supervisor

Janeen Krasnow  
Controller  
jkrasnow@brianscabinets.com  
(541) 749-1222





## **Seasonal Day Camp Program Staff: Counselor**

### **Job Overview:**

Counselors are invaluable members of our staff who are role models, motivators, educators, and caregivers and spark champions. They make sure campers are safe, having fun, and helping them make a memorable summer. Counselors will work alongside instructors and leadership staff to implement our curricula, based on Camp Fire National curriculum and local creativity. We strive to create an environment where each camper and staff member has a sense of belonging, opportunities to share passions, and a place to thrive.

Each week of camp, counselors are assigned a group of 8-12 campers aged 5-12 years old, and a partner group of the same size and age group, led by an instructor. Counselors will lead activities for their own group alone, as well as support their partner instructor in more involved activities done as combined partner groups. Counselors will have fun alongside campers by participating in, leading, and facilitating camper participation in all activities at camp.

### **Qualifications:**

Counselors should be enthusiastic, fun-loving, patient, and genuinely care about the well-being and development of our campers. A First Aid/CPR certification is required by the position start date. There will be an opportunity to take this course with other Camp Fire staff prior to the start of staff training. Applicants should be 17 years old by the program start date.

**Job Title:** SummerKids Camp Counselor

### **Timeline:**

This is a seasonal position with part time, full time, and combination possibilities. Camp Fire can offer one program week off during the summer. Additional time may be requested but is not guaranteed. Hours vary depending upon program needs, program hours are from 7:30am - 5:30pm.

Week of June 11th: Camp preparations and staff training

June 18th - August 17th: SummerKids Camp Sessions

Week of August 20th and 27th: Possible camp closing details

### **Benefits:**

By joining our team you are joining a community of passionate educators who work hard to make a positive impact on the community and provide opportunities for local youth. Our flexible scheduling allows each counselor to plan at least one week off during the season to enjoy summer vacation. After successful completion of the summer season, you will be eligible for a bonus of 25¢ per hour worked. If you have kids, they can come to camp for free!

During the summer you can expand your resume and gain valuable experience in:

Supervision	Leadership	Group management
Teaching	Communication	Planning and organizing
Mentorship	Activity preparation	And much more!

Camp Fire is a fully inclusive organization providing opportunities for individuals of all backgrounds to learn and grow. We offer a robust scholarship program to make our programs accessible to all youth and have no religious affiliation. Learn more about Camp Fire Central Oregon at [campfireco.org](http://campfireco.org).

The pay rate is \$10.75 per hour, with potential bonus of 25¢ per hour worked at the end of season.

To apply, please email your resume, cover letter, and two references to [jobs@campfireco.org](mailto:jobs@campfireco.org) with subject line "SummerKids Instructor 2018 [Your last name]".

Camp Fire will respond to each application we receive and will begin reviewing applications the first week of April, and hire on a rolling basis.



Internship Request

Contact Name: Lisa A Jordan  
Title: Office Manager  
Email: LJordan@carlsonesting.com  
Phone: 541-330-9155  
Address: 35 SE Bridgeford Blvd  
City: Bend

State: Oregon  
Zip: 97702  
Employer Website: carlsonesting.com  
Number of Employees:  
135 Corporate wide / 17 Bend Office

Company Bio: on website (<http://www.carlsonesting.com>)

Internship

Title: Entry Level Laboratory Technician

Initial Work Focus (Top 3 key tasks):

1. First Key Task – learn basic construction laboratory procedures (concrete/soils)
2. Second Key Task – prep work for asphalt mix design
3. Third Key Task

Location of internship: 35 SE Bridgeford Blvd – Bend, OR 97702

Start Date: ASAP

Time Request

Hours per week: Full Time

Internship schedule: Looking for HS graduate (or soon to be) that do not have college plans but looking to start a career in the construction industry.

Monday	<input checked="" type="radio"/> Yes / No	Times:	Friday	<input checked="" type="radio"/> Yes / No	Times:
Tuesday	<input checked="" type="radio"/> Yes / No	Times:	Saturday	Yes / No	Times:
Wednesday	<input checked="" type="radio"/> Yes / No	Times:	Sunday	Yes / No	Times:
Thursday	<input checked="" type="radio"/> Yes / No	Times:			

Length of internship (In Months): Looking full time (plus) – basically 7:30 am to 5:00 pm. Willing to work through hours available until school ends for the right candidate.

Compensation  Paid / Unpaid

Details (Be specific, dollar range, temp agency etc.): \$14.00/hour (start)

Will candidates be subject to a background check?  Yes / No

Will candidates be subject to a drug screening?  Yes / No

Do candidates need to be 18+?  Yes / No



# United Way of Deschutes County

## Social Media and Fundraising Student Intern Position Description

March 8, 2018

United Way of Deschutes County is seeking a Social Media and Fundraising Student Intern to support paid staff with no compensation. The position will be tailored to goals, activities, and curricular requirements of the specific student filling the position. The Intern will work closely with, and under the supervision of, the Director of Development & Marketing. Should external consultants be engaged for any of the below responsibility areas, the Intern will have the opportunity to work with, and learn from, those consultants. The position offers the intern the opportunity to learn about social media, digital communications, marketing, fundraising, and events in a nonprofit environment. This role will be instrumental in increasing our social media and digital presence, fundraising event planning and execution, and gaining visibility for our organization.

### Responsibility Areas (to be tailored to specific student)

- Social media
  - Work across key social media channels including Facebook, Twitter, Instagram, YouTube, etc.
  - Create a social media posting plan on a weekly basis, to be approved by staff, and schedule approved posts if platform allows, or hand off posts to staff to complete posting based on scheduling.
  - Develop and build new social media channels that are either currently nonexistent or lacking, including LinkedIn, Google+, etc.
  - Utilize existing mechanisms for gathering content for social media postings (Bambu, received Newsletters, etc.), identify which content from those marketing streams is worthy of sharing and appropriate for our audience, and develop additional mechanisms for gathering content to post.
  - Integrate content from our nonprofit Community Impact Partners, including events.
  - Maintain event listing on social media platforms, as well as submission to external online calendars.
  - Understanding, monitoring, and tracking social media analytics (such as post engagement) on forums such as Facebook and Google analytics.
- Website
  - Small updates to existing website, such as updating events and minor content revisions.
  - Play a role in website redevelopment and migration to WordPress when it occurs, in coordination with external consultants.
- Fundraisers & Events
  - Research online and social media fundraising opportunities, such as Amazon Smile, etc.
  - Research, engage with, and facilitate small, local plug-and-play fundraising opportunities, such as Whole Foods 5% day, etc.
  - Assist with event planning and execution as needed.
  - Track external events put on by our nonprofit Community Impact Partners.
- Other duties as needed and agreed upon

### General & Physical Requirements

The candidate must be:

- Motivated team-player with the ability to meet deadlines, remain flexible, and adjust to changing priorities
- Strong organizational skills with attention to details and problem-solving abilities
- Excellent written and verbal communication skills
- Moderate experience working in social media platforms (i.e. Facebook, Twitter, etc.)
- Self-disciplined with time management skills necessary to work independently when needed
- The ability to travel to the United Way office to perform Internship duties
- Currently a student
- Interest in nonprofit industry, human health and welfare, and or marketing and fundraising
- Ability to work on a computer for periods of time

**Work Schedule/Time Commitment**

- Flexible schedule during weekday business hours, determined by student schedule, including vacations
- 6 hours per week for a duration of 24 weeks would be ideal, but schedule will be based on student needs and availability
- Unpaid Internship

**Work Schedule/Time Commitment**

- To express interest in this position, sent an inquiry to [diana@deschutesunitedway.org](mailto:diana@deschutesunitedway.org) or call 541.589.6507.



United Way of  
Deschutes County

# Training Coordinator Internship

Webfoot Painting

Bend, OR 97701



## Internship Details

Type	Compensation	Hourly Rate	Hours / Week	Total hours	Course Credit	Interview Required
Internship	Paid	15.00 /hour	10-20	120	Yes	Yes

## Description

Webfoot Painting is looking for a Seriously Great Training Coordinator Intern to join our winning team at the best place to work in town!

We are searching for a candidate who is interested in expanding their business background in operations and training. The ideal candidate must have basic skills in film and video editing, available for at least 10 hours per week starting in early April through July. We will provide the equipment and software that you need for this position.

If you are interested in this position, please apply on our website.

Posting website

## Organization Information

### Webfoot Painting

A seriously great painting and carpentry company, Webfoot Painting Co. takes its customer experience and dedication to the community to a whole new level.

#### Industry Sector

Building Trades and Construction

Organization website | Profile

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## Qualifications

Candidates must meet the following requirements:

- Available part-time (10-25 hrs/wk)
- Available day-shift (8a-5p)
- Agree to a background check prior to being hired
- Agree to a pre-employment drug screening test
- Be at least 18 years old
- Available to College students

## Department

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## Address

36004 Layton Ave #100  
Bend, OR 97701