

Position: Facilities Specialist

Status: Part-Time (20-25 hours/ week)

Reports to: Executive Director

Pay: Non-Exempt; \$20-\$24

Benefits Include: Flexible schedule, waived program fees for dependents, retirement plan with employer contribution, medical benefits, paid vacation and sick leave, and paid holidays.

Position Summary: The Facilities Specialist plays a key role in ensuring our campus is safe, functional, and welcoming. With support from the Management Team, the Facilities Specialist will complete regular facility maintenance, coordinate repairs, and support campus operations. This role includes vehicle maintenance and driving duties, participation on the transportation team, and stewardship of our community pantry. The ideal candidate is a hands-on, solutions-oriented individual who enjoys varied tasks, working with a team, and contributing to a mission-driven organization.

Specific Responsibilities

- Conduct routine facility maintenance and support renovation projects.
- Serve as liaison between program team and janitorial company.
- Serve as point of contact for vendors and contractors, including negotiating pricing and providing project updates.
- Respond promptly to maintenance and repair requests.
- Track and document all maintenance projects, work orders, and receipts.
- Collaborate with Girls Inc. staff to ensure the facility is clean, safe, and fully operational.
- Maintain organization and cleanliness of shared and common areas.
- Support transportation needs by safely driving Girls Inc. vehicles to transport youth between sites and on field trips.
- Conduct pre-trip vehicle inspections; report and track all mechanical issues.
- Oversee regular maintenance and upkeep of agency vehicles.
- Support supervision and ensure the safety of youth during program hours and offsite trips.
- Assist Office Coordinator with campus rentals, including staffing on event days as needed.
- Participate in staff trainings and organizational meetings as required.
- Model Girls Inc. values and policies in all interactions with youth, staff, and families.
- Serve as a positive role model and supportive adult for youth.
- Assist with family and community events, including occasional evening or weekend hours.

Qualifications:

- Minimum 2 years of experience in building or facility maintenance
- Valid California Driver's License and clean driving record
- Strong problem-solving and time management skills
- Team-oriented with flexibility and initiative
- Ability to work effectively in a dynamic and fast-paced environment
- CPR and First Aid Certification (preferred)
- Bilingual Spanish (preferred)

Additional Requirements:

- Ability to obtain a Class C or B license with Youth Bus certification
- Ability to lift up to 50 lbs and perform physical tasks such as bending, climbing, and carrying
- Availability for occasional evenings or weekends
- Commitment to Girls Inc. values and mission
- Completion of all required trainings and professional development

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. Updated 6/23/2025

Working Conditions:

- Work is performed in both indoor and outdoor settings
- Use of basic repair and maintenance tools
- Physical tasks include lifting, climbing, walking, and standing for extended periods

Agency Description: Founded in 1971, Girls Inc. of Carpinteria serves the local community and surrounding areas with impactful programs that inspire and empower girls to achieve success. We address the critical need for high-quality out-of-school enrichment for girls from Pre-K through 12th grade, focusing on healthy living, academic enrichment, and life skills. Our holistic, culturally responsive approach helps girls value themselves, build confidence, and discover their strengths.

At Girls Inc. of Carpinteria, our work is guided by our core values: **Intentionality, Inclusivity, Community, and Bold Advocacy**. These principles help us remain adaptive and responsive to the lived experiences of the girls we serve.

Vision: Empowered girls and an equitable society

Mission: To inspire all girls to be strong, smart, and bold.