

Eagle's Nest Foundation
Part-Time Summer Groundskeeper/Facilities Helper
Job Announcement and Application

Eagle's Nest Foundation is home to Eagle's Nest Camp, a coed, residential camp and The Outdoor Academy, a semester school for 10th grade students. Our 180-acre campus is located in Pisgah Forest, North Carolina. Our mission is experiential education for young people, promoting the natural world and the betterment of human character.

Eagle's Nest is hiring a **Part-Time Summer Groundskeeper/Facilities Helper** for our campus in Pisgah Forest. This position is responsible for maintaining the grounds and assisting with facility maintenance with direction from the Property Manager.

Hours and Dates: The position will be for approximately 20-25 hours per week beginning mid-April and running through mid-October 2019 – flexible scheduling available.

Responsibilities:

- Cut lawns, trim and edge walkways, flower beds
- Prune shrubs and trees to shape and improve growth or remove damage
- Maintain clean grounds, including trails, and remove litter
- Plant grass, flowers, trees, and shrubs
- Assist with minor facility repairs
- Paint
- Other duties as assigned by property manager to maintain the campus

Qualifications:

- Experience mowing and edging lawns
- General facility maintenance experience preferred
- Must be at least 19 years old
- CPR and First Aid certification by the time the season begins
- Background Check post job offer

Requirements:

- Ability to stand/walk for extended periods of time and climb ladders
- Ability to lift and carry up to 50 pounds
- Must be able to work outdoors on unpaved trails and wooded environments with varying weather, temperature fluctuations, and conditions such as pollen, dust, odors and noise.
- Ability to operate equipment safely (tractors, mowers, edgers, etc.)
- Enjoy working in an active community with children of all ages
- Clear driving record to operate company vehicles (preferred)

Benefits: Competitive salary, fun work environment, lunch available when being served during working hours.

To Apply: Send work history/resume and completed application form (available at <http://www.enf.org/foundation/employment/>) to hr@enf.org.

Attention: Andrea Haulk, Payroll & HR Manager
Eagle's Nest Foundation and Eagle's Nest Camp

43 Hart Road
Pisgah Forest, NC 28768



EMPLOYMENT APPLICATION

Name:

Date:

CONTACT INFORMATION

Street / PO Box:

City, State & Zip Code

Cell Phone:

Home Phone:

Email:

EDUCATION/CERTIFICATIONS

Schools and Colleges Attended	Major Subjects	Degree or current status	Years

EMPLOYMENT EXPERIENCE

List most recent experience first

Employer:

Dates:

Address:

Position held:

Phone:

Supervisor:

Email:

Reason for leaving:

Employer:

Dates:

Address:

Position held:

Phone:

Supervisor:

Email:

Reason for leaving:

Employer:

Dates:

Address:

Position held:

Phone:

Supervisor:

Email:

Reason for leaving:

OTHER RELEVANT WORK EXPERIENCE

PERSONAL REFERENCES

No relatives, please

Name:	Phone:
Relationship to applicant:	
Name:	Phone:
Relationship to applicant:	

SKILLS INVENTORY

Please indicate below your experience and comfort level with each of the following job functions:
 1 = No prior experience; 2= Limited experience; 3= Good experience; 4 = Expert

GROUNDSKEEPING	
	Cutting lawns, edging walkways
	Pruning shrubs/trees
	Maintaining clean grounds/trails/removing litter
	Planting grass, flowers, trees and shrubs
	Operating equipment (tractors/mowers/edgers)
	Other:

FACILITY MAINTENANCE			
	Painting		Using hand tools
	Minor carpentry repairs		Working with Property Management
	Minor plumbing repairs		Other:
	Minor building maintenance		
WORKING IN...			
	The outdoors		Varying weather-rain
	Hot temperatures		Camps with children
	Conditions with pollen, dust, odors, noise, etc.		Other:

Please respond to the following questions on a separate sheet of paper:

1. Why would you like to work as the Part-Time Summer Groundskeeper/Facilities Helper at Eagle's Nest Foundation?

2. Describe your experience as a groundskeeper and/or with facility maintenance?

3. Do you have experience working in a non-profit, camp or educational setting? If yes, describe.

4. Is there anything not included in your resume or application that you would like for us to know?

Have you ever been convicted of a moving violation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state the nature and date of the violation:	Have you ever been convicted of a criminal offense for which you could have received a sentence of jail time or imprisonment? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state the nature and date of the violation:

How did you learn about Eagle's Nest Foundation?

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies of Eagle's Nest Foundation as outlined in the Employee Handbook. I agree that before I arrive, I will have a physical exam by a physician and submit an Eagle's Nest Foundation medical form including immunization records before starting. I give Eagle's Nest Foundation the right to conduct a background check. I certify that the facts provided on this application are true and complete to the best of my knowledge and authorize Eagle's Nest Foundation to verify their accuracy and to obtain reference information on my work performance. I release Eagle's Nest Foundation from any/all liability of whatever kind and nature which could result from obtaining and having an employment decision based on such information. I understand that, if employed, falsified statements of any kind or omissions of facts on this application shall be considered sufficient basis for dismissal.

Signed:	Date:
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Eagle's Nest Foundation is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, age, disabling condition or sexual orientation.

Eagle's Nest Foundation • 43 Hart Road • Pisgah Forest • NC • 28768
 Phone: 828-877-4349 • Fax: 828-884-2788