



**MOMENTOUS
INSTITUTE**

Piney Woods Facilities Assistant

Reports to: Piney Woods Facilities Director

Job Status: Part-Time, Hourly, Non-Exempt (***20 hours per week, occasional weekends***)

Momentous Institute has been dedicated to strengthening the mental health of children, families, and communities for over a century. Each year, our organization supports more than 5,000 individuals through innovative mental health services, our nationally recognized Momentous School, and professional training for educators, doctoral students, and professionals who work with children. Our evidence-based insights extend the impact of our work well beyond those we directly serve, fostering a world of emotionally thriving people reaching their full potential.

In addition to providing direct services in-person at our Dallas-based facility and virtually, Momentous Institute utilizes our 1,400-acre nature-based campus in the Piney Woods region of east Texas. Research shows that time in nature improves communication and problem-solving and reduces stress, depression, and anxiety.

Our property, naturally preserved and rich in biodiversity, provides a unique opportunity to combine the outdoors with research-backed mental health approaches. With nature as our co-therapist, children and families visiting can disconnect from real-world distractions and reconnect with themselves and the world around them.

Job Duties/Responsibilities:

Building Upkeep

- Conduct general maintenance duties, such as painting and minor plumbing, HVAC and carpentry repairs.
- Set up, arrange and remove tables, chairs and equipment to prepare facility for events.
- Perform janitorial duties including routine cleaning of meeting rooms, cabins and bathrooms.

Grounds Maintenance

- Assist in maintaining exterior grounds, including as-needed trash pickup.
- Mow designated lawns and field areas including brush hogging back roads.
- Monitor paper products and housekeeping supplies and advise team if inventory needs replenishment.
- Monitor all areas for cleanliness and report janitorial problems to the Camp Manager.
- Maintain roadways and trails.
- Maintain routine maintenance records.
- Dispose of trash and waste.
- Communicate professionally and consistently with volunteers, visitors and program staff.
- Perform other related duties as assigned.

Required Skills and Experience:

- High School Diploma/GED
- Valid Texas DL
- Minimum 2 yrs. experience in maintenance work
- Microsoft office savvy

Physical Requirements:

- Constantly mobile or physically active for the entirety of the shift
- Occasionally climbing ladders, reaching, bending
- Occasionally lifting or moving objects up to 50 pounds in all directions
- Occasionally operating motor vehicles

Desired personal qualities:

- Initiative, integrity, energy, enthusiasm, flexibility, sense of humor and a great team player!

The ideal candidate will exhibit the following core values:

Respectfulness, Commitment, Humility, Innovation, and Stewardship

Interested:

Please send letter of interest and resume to:

Fred Lines

Director of Nature-Based Services

Flines@momentousinstitute.org

Momentous Institute/Salesmanship Club of Dallas maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute/Salesmanship Club of Dallas hires, trains, and promotes all qualified employees without discrimination based on race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.

Policy Statement

No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute/Salesmanship Club of Dallas will fully cooperate with authorities if allegations of abuse are made requiring investigation.