

Stone Ridge School of the Sacred Heart (Bethesda, MD)
Facilities and Special Events Assistant - Job Posting

Stone Ridge is seeking a Facilities and Special Events Assistant to begin August 16, 2017.

Stone Ridge School of the Sacred Heart, a member of the international Network of Sacred Heart Schools, is a Catholic, independent college preparatory school for girls, Grades 1-12, with a co-educational Early Childhood Program, Pre-Kindergarten, and Kindergarten. With over 700 students, and rooted in the *Goals* of Sacred Heart education, Stone Ridge inspires young women to **lead and serve**, through lives of **purpose** that integrate **faith, intellect, community, social action, and personal growth** in an atmosphere of wise freedom.

The Facilities and Special Events Assistant helps the Director of Facilities, Director of Events, and Director of Athletics with all facility management, logistics, and special event operations. The Facilities and Special Events Assistant works closely with both internal and external constituents for a holistic, hands-on experience within the daily operations of the School.

Reporting to the Director of Athletics, the Facilities and Special Events Assistant acts as primary manager and representative of the School during evenings and weekends, conducting weekly facility walkthroughs. Additionally, s/he ensures all aspects of the facilities are prepared for competition, in tandem with Director of Athletics and staff, including housekeeping, grounds, and equipment (basketball goals, volleyball nets, field hockey goals, soccer goals, play clocks, etc.). The Facilities and Special Events Assistant is responsible for a variety of general facilities related tasks, including but not limited to general knowledge of – keys for athletic doors/spaces, janitorial responsibilities, risk management procedures, maintenance needs, facility work plans, and building codes. S/he should be able to perform the duties related to aspects of facilities and athletics management. S/he must be comfortable with prolonged standing, walking, bending and stooping; lifting and carrying heavy objects on level surfaces and/or stairways; on ladders; and standing on scaffolding up to 25 feet in height. Finally, the Facilities and Special Events Assistant is responsible for driving a 14 passenger mini-bus for an afternoon and early evening shuttle from Stone Ridge to the Medical Center Metro Station. This service ensures the safety of our students traveling to the Metro following the school day or afternoon extracurricular activities.

The ideal candidate has experience working in facilities, athletics, and/or special events. S/he demonstrates a record of successful teamwork and an earnest desire to learn additional skills. S/he demonstrates good communication skills, a capacity for organization and follow-through, creativity, and flexibility. S/he is able to communicate fluently in English; additional skills of communication in Spanish are valued but not required. The foreseeable weekly schedule for the

Facilities and Special Events Assistant includes 20-30 hours of work per week, Tuesday through Sunday; however, there may be opportunities to assist with campus events via outside entities that offer additional hours. S/he must be available evenings, generally from 6-9 PM, in addition to weekends, when campus events or external rentals are taking place. In order to be considered for this position, applicants must possess a clear driving record. Compensation for this position is \$15.00 per hour and includes competitive benefits.

Applicants of diverse, underrepresented backgrounds are encouraged to apply. Interested candidates should complete the online employment application at <https://www.stoneridgeschool.org/srapplication>. As part of the online application, please upload a resume, list of references, and a cover letter to Corinne Fogg, Director of Curriculum and Professional Development, all in PDF format. The deadline for applications is July 28, 2017.