



Connected Circles, LLC

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Groundskeeper

The Groundskeeper will oversee the safety and maintenance of the grounds surrounding the building in addition to the primary position of Connector.

The Groundskeeper's primary responsibilities are 1) maintain the safety and curb appeal (including flowers and any gardens) of the grounds surrounding the building 2) engage in a collaborative work environment.

Qualifications:

- Knowledge of how to maintain a yard
- Knowledge of safety around the necessary equipment

Reports to: Director

Responsibilities:

Student Support

- Coordinates (with staff and/or students) the necessary tasks to maintain the property.
- Connects ground work to environmental awareness, including students in the learning.
- Collaborate with the Building Manager.
- Oversees student safety.
- Uses interpersonal and communication skills to influence, motivate and resolve conflicts.
- Obtains bids for maintenance needed from others (snow plowing, fill, etc)
- Models acceptable school and community behavior; encourages students to help, fostering the importance of being a part of a community
- Meet with the Director to review any necessary financial implications for the work; obtain approval prior to making commitments to vendors.

Additionally

- Comply with all policies and procedures as set out in the Connected Circles Employee Handbook
- Participate in all required meetings as well as in-service trainings and staff development activities
- Complete other duties as assigned