



Position Description: Basecamp Facilities Coordinator

About Cottonwood Gulch Expeditions

Our mission is to create transformative outdoor experiences that foster personal growth, build community, and inspire a lifelong connection to the natural world. We have been leading outdoor expeditions since 1926 and currently work with hundreds of students (or “trekkers,” as we call them) each year. We use the outdoors as our classroom to explore science, culture, history, art, and adventure in New Mexico and surrounding states, all with the goal of inspiring personal growth and a strong community. We steward an active alumni base, who represent multi-generational connections to CGE.

About This Position

We are seeking a Facilities Coordinator to work full time in June and July and part time from August through May at our Basecamp property near Thoreau, New Mexico. On-site housing is available but living on-site is not required. This person will work as part of the Operations team to maintain fencing, buildings, latrines, roads and swimming pool at the property, prepare the facilities for use by our programs, and contribute to ongoing facility projects. As with all staff of Cottonwood Gulch Expeditions, some appropriate participation on our treks is expected.

Reports To: Operations Manager

Job Duties

- **Oversee and maintain Basecamp facilities, including buildings, latrines, pool, roads, fence and trails year round**
 - Manage/prioritize maintenance requests and ensure they are completed
 - Secure vendors for needed repairs and maintenance
 - Arrange needed inspections
 - Ensure clear facility records are kept according to organizational procedures
- **Prepare Basecamp for treks prior to the groups' arrival**
 - Cabins are clean and ready for trekkers
 - Rodent mitigation meets safety standards
 - Inspections and other safety measures are ensured and up to date
 - Trash room is emptied at the end of each trek
 - Water is available at Mess Hall and cabins
 - Showers are ready for use
 - Latrines are ready for use

- Bleach sprayers and cleaning supplies are stocked
 - Increased hours in June and July to support summer treks during this busy season
- Act as a member of the Operations team to support the following:
 - Maintain out vehicle fleet
 - Maintain gear and equipment
 - Manage day to day operations at Basecamp
 - Work with program leadership to support treks at Basecamp year round
 - Act as a host to groups renting our Basecamp facilities
 - Support the Food Coordinator's needs at Basecamp
- Other duties as assigned.

Required Qualifications

- Applicants must be at least 21 years of age by the position start date and possess a valid driver's license. Must have a clean driving history and be able to meet the criteria for CGE vehicle insurance coverage.
- At least two years of experience in facility maintenance, vehicle maintenance, gear/equipment maintenance or related skills.
- Administrative skills, including the ability to prioritize and manage multiple tasks simultaneously and independently, work with external vendors, and keep accurate records.
- Ability to communicate effectively and professionally with a wide range of audiences.
- Experience with Google Drive, Adobe products, and Microsoft Office, or the ability to quickly learn to use those products and similar ones in a professional setting.
- Located near Thoreau, New Mexico or ability to reliably be at Basecamp as needed.

Preferred Qualifications

- Electrical, plumbing, carpentry, appliance repair, pool maintenance, or other similar skills
- Connections with vendors for facility, vehicle or gear repair
- Experience educating and/or working with children
- Fluent in Spanish

Physical Requirements

- Ability to sleep in a tent or open-air cabin accessed by stairs at our Basecamp
- Ability to walk/hike on uneven ground for up to 2 miles per day with participants and educators
- Ability to work at a desk, talk on the phone, and use a computer.
- Ability to carry boxes up to 20 lbs.

Criminal Background Check

CGE requires criminal background checks from all employees.

Work Location & Seasonality

This is a year round, part time position based in Thoreau, NM, with increased hours in June and July (40 hours per week).

Compensation & Benefits

This is a year-round, part-time, hourly position. Starting pay is \$17-\$20 per hour depending on experience. We anticipate work totaling 20 hours per week from August - May, and 40 hours per week in June and July. Housing is optional.

Inclusive and Welcoming Environment

CGE is an equal opportunity employer and does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender identity or expression, age, national origin (ancestry), disability, marital status, sexual orientation, spousal affiliation, mental or physical handicap, serious medical condition, or military status in any of its activities or operations.

Moreover, Cottonwood Gulch Expeditions believes in the learning, growth, and healing that can take place in the outdoors. We also recognize that access to programs like ours—along with access to any green space, clean air and water, and healthy food—continues to be a privilege rather than a right. CGE recognizes that in outdoor spaces, the voices and work of people of color, people from working-class backgrounds, Indigenous people, women, and LGBTQ+ individuals have been often overlooked and marginalized. Therefore, we encourage applications from people in these groups and all people, regardless of background.

To apply: send a resume to Jill Levandoski at jill.levandoski@cottonwoodgulch.org.