

## **The Acorn School Facilities Manager Job Ad**

The Wilderness Early Learning Center (WELC) is home to The Acorn School along with select, complimentary early childhood services including the Boulder County Head Start Program. The WELC collaborative provides vital wraparound services for meeting the needs of the whole child. We are looking for a part time Facilities Manager to provide general oversight around the physical operations of our properties. Our ideal candidate will be responsible for the day-to-day operations, including staying with the building budget. Other qualities include:

- Excellent verbal and written communication skills
- Creates and implements leases with partner organizations
- Manages the annual building/facilities budget
- Enforces safety and licensing codes on the properties
- Supervises maintenance staff and all facilities service providers
- Detail oriented
- Customer Focused
- MUST have a clear criminal background check and drug test
- Valid and current CO state driver's license

If this sounds like the opportunity for you, please send resume and cover letter to Randy Smith at [info@a-listinterviews.com](mailto:info@a-listinterviews.com), and please include "Acorn PT Facilities Mgr" in the subject line. We look forward to hearing from you!