

Operations Coordinator

Five Acre School - Sequim, Washington
Part-Time (25 hours/week), Year-Round
Compensation: \$25 - \$32/Hour
Reports to: Development Director
Expected start date: June 1, 2026

Position Summary

Five Acre School is seeking a highly organized, hands-on Operations Coordinator to support the daily functioning, safety, and long-term sustainability of our campus. This role blends facilities oversight, staff coordination, and logistical support with a strong emphasis on stewardship of the school's physical environment.

As the organization transitions into property ownership, the Operations Coordinator will play a key role in establishing systems, maintenance standards, and long-term planning practices that protect and enhance the school's assets while aligning with its educational mission.

Key Responsibilities

Operations & Facilities Management

- Oversee all aspects of campus facilities, ensuring safe, clean, and functional learning environments
- Manage driveway upkeep, including gravel supply, grading, and compacting
- Coordinate regular maintenance of buildings, playgrounds, and grounds
- Organize and schedule:
 - School cleaning
 - Event setup and breakdown
 - Grounds and improvement projects
 - Emergency supply management
 - Shed maintenance
- Maintain and organize the maintenance shed; coordinate tools, materials, and staff needs
- Support event logistics, including marimba transport and setup for performances
- Provide operational support to the garden program, including procurement of mulch, straw/hay, manure, compost, and other supplies
- Coordinate and/or perform maintenance and repair of electrical, heating, and plumbing systems
- Oversee technological hardware installation and infrastructure needs



- Ensure compliance with DCYF WAC requirements and all Washington State Board of Education regulations
- Maintain availability outside regular school hours for emergencies, inspections, construction coordination, deliveries, and operational meetings
- Plan, track, and document monthly and quarterly emergency drills
- Submit all facility-related receipts and invoices monthly to Administrative Coordinator

Staff & Program Support

- Manage janitorial staffing and cleaning schedules
- Coordinate landscaping needs, including mowing and weed management staffing
- Support transportation and logistics for school events, including moving marimbas and stage props
- Collaborate with faculty to facilitate hands-on curriculum materials (e.g., basket weaving plantings, raw materials, tools, and planning support)
- Provide backup office coverage as needed for emergencies, staff absences, or meetings

Property Ownership & Stewardship

As Five Acre School assumes property ownership, the Operations Coordinator will:

- Develop and implement preventative maintenance plans for all buildings, infrastructure, and grounds
- Track and manage capital improvement projects and long-term facility investments
- Maintain accurate records of property systems, warranties, service schedules, and vendor relationships
- Coordinate inspections, permits, and compliance requirements tied to ownership
- Support budgeting and forecasting for maintenance, repairs, and improvements
- Identify risks and proactively address safety, environmental, and infrastructure concerns
- Build systems for sustainable land use, aligning with the school's educational philosophy (e.g., gardens, outdoor classrooms, ecological stewardship)

Qualifications & Experience

- Experience in operations, facilities management, or a related field (school or nonprofit setting preferred)
- Practical skills in building maintenance, landscaping, and basic mechanical systems
- Strong organizational and project management abilities
- Ability to manage multiple priorities and respond flexibly to urgent needs
- Experience supervising staff or coordinating vendors
- Comfort working in a dynamic, hands-on educational environment
- Willingness to work occasional evenings and weekends
- Ability to lift and move heavy equipment (including instruments such as marimbas)
- Must have or be willing to obtain First Aid/CPR Certification



Preferred Attributes

- Familiarity with Washington State school facility regulations
- Experience supporting outdoor education programs or garden-based learning
- Commitment to sustainability and land stewardship
- Collaborative, proactive, and solution-oriented mindset

Work Expectations

- Part-time position averaging 25 hours per week, year round
- Mix of independent and team-based work
- Onsite presence required