



GROUNDS & FACILITIES ASSOCIATE

William Butterworth Foundation

1105 8th Street Moline, IL 61265

Organization Mission and Background

The William Butterworth Foundation aims to create a community that values its heritage, serves one another, and finds joy in learning. Our mission is to honor our heritage by supporting service, culture, and education in the Quad Cities community.

Katherine Deere Butterworth's community involvement and philanthropy led her to establish the William Butterworth Foundation in memory of her husband. Two historic homes, once belonging to John Deere's descendants, are now operated by the William Butterworth Foundation. The sites, Butterworth Center & Deere-Wiman House serve as year-round sites for:

- quality educational and cultural events;
- tours for local, national, and international visitors; and
- meeting space for non-profit organizations valued at over \$400,000 annually.

Position Summary:

The Grounds & Facilities Associate (GFA) is a hands-on, flexible role that supports facilities, grounds, and event operations to ensure smooth day-to-day site function. The GFA supports the care of historic buildings and landscapes, helping maintain welcoming, safe, and well-prepared spaces for community use. This role contributes directly to the Foundation's mission by ensuring the sites remain accessible, functional, and well cared for. This position works under the direction of the Grounds Supervisor, with task coordination from the Buildings Supervisor as needed. The GFA performs building preparation, housekeeping, and grounds work, and supports evening and weekend site operations. The GFA will at times be the primary on-site responder to facilities and operational needs during assigned shifts and exercises independent judgment while working evenings and weekends.

Salary Status: Part-time Casual, Hourly, Non-exempt

Salary Range: \$16.00-\$18.00/hr

Benefits:

- Progressive PTO plan based on tenure with foundation (compliant with Illinois Paid Leave for All Workers Act).
- Paid holidays
- 401-K with employer match and profit sharing

Reports to: Grounds Supervisor

Supervises: None

Schedule: This role is primarily scheduled for evening and weekend shifts, including Friday through Monday, based on organizational needs. Some holidays are required.

Job Functions

The Grounds & Facilities Associate is a cross-functional role that supports both grounds and facilities operations, with primary reporting through the Grounds team.

Grounds & Seasonal Work 40%

- Support care of approximately 17 acres of grounds in coordination with the Grounds Supervisor
- Perform seasonal work including planting, watering, trimming, and bed maintenance
- Assist with leaf removal and seasonal transitions
- Support snow and ice removal during winter months

Facilities & Site Operations 30%

- Support the care of historic buildings and landscapes in alignment with preservation best practices
- Perform building preparation, including cleaning, disinfecting, and set/strike of tables, chairs, and A/V equipment
- Complete housekeeping and site readiness tasks to ensure spaces are prepared for daily use
- Conduct building checks to ensure safety of building mechanical systems and safety for public use.
- Carry out routine maintenance tasks such as painting, simple carpentry, and minor repairs
- Work independently to complete assigned day-to-day tasks and projects
- Coordinate with the Buildings Supervisor on assigned tasks and priorities
- Provide contractors with access to buildings and spaces, as directed

Event & Community Support 10%

- Support community reservations, Foundation programs, and private rentals through room setup, site readiness, and general assistance
- Assist with event preparation and breakdown as needed
- Work collaboratively with staff across departments to support successful programs and events

Safety and Security 10%

- Conduct routine building checks during assigned shifts to ensure buildings are secure, systems are functioning properly, and no safety or maintenance issues are present
- Serve as the primary on-site responder to operational issues during evening and weekend shifts
- Communicate with on-site security personnel as needed
- Report concerns or performance issues to the Buildings Supervisor

Expectations for Support of Workplace Culture - All staff work proactively and strategically to promote a positive organization culture and build and effective team.

- Promote a team atmosphere through collaboration, cooperation and clear communication.
- Strive for overall workplace success by prioritizing the mission and goals of the organization first, support of fellow staff members/team second, and individual job responsibilities third.
- Treat all people (including staff members, visitors, volunteers, and community contacts) with respect at all times.
- Seek opportunities for personal growth and improved job performance through education.
- Provide an excellent experience to the public through fielding questions about the operations, mission and history of Butterworth Center & Deere-Wiman House and helping them find the resources needed or locate event attending.
- Work alongside staff at all Foundation community events, some of which are scheduled on weekends or evenings.

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change at any time.

Required Qualifications

- Ability to pass background check, particularly related to sexual and child endangerment offenses
- Effective oral and written communication skills
- Ability to organize, prioritize, problem-solve, and manage multiple tasks
- Ability to work independently during evening and weekend shifts
- Trustworthy, reliable, and flexible
- Valid Illinois or Iowa driver's license
- Basic familiarity with Microsoft Word, Google Mail/Calendar, and Adobe Reader
- Possession of a smartphone

Preferred Qualifications

- High School diploma or equivalent
- Experience in groundskeeping, facilities maintenance, or related hands-on work
- Experience using and maintaining tools and equipment related to grounds or facilities work
- Experience operating equipment such as lawn mowers, small tractors, or snow removal equipment
- Familiarity with boiler or basic building systems

Physical Demands

- Ability to lift up to 75 pounds
- Ability to stoop or bend, and work on hands and knees as needed
- Ability to climb ladders
- Ability to perform outdoor physical work for extended periods

Working Environment

- Outdoor exposure to all weather conditions (heat, sun, rain, snow, insects)
- Exposure to lawn chemicals, gasoline, oil, fertilizer, and insect repellent
- Work within historic buildings with fragile surfaces and objects

To Apply:

Complete our [online employment application](#) at butterworthcenter.com/opportunities. A resume is optional, but encouraged and can be submitted at HR@butterworthcenter.com