

Friends of Columbia Park is recruiting! Caretaker for Historic Columbia Cottage

VOLUNTEER CARETAKER JOB DESCRIPTION - OVERVIEW

The Columbia Cottage Caretaker will provide a consistent presence, watch over and assure general upkeep and maintenance of the historic Columbia Cottage in Columbia Park. The Volunteer Caretaker will have a range of responsibilities that support property and rental management, maintenance, and hospitality for the historic Columbia Cottage. Friends of Columbia Park (FOCP) Board President will oversee and support the work of the volunteer caretaker; the volunteer caretaker will collaborate with other FOCP Board of Directors and volunteers to accomplish all assigned work.

SPECIFIC DUTIES

Provide a consistent presence at the Cottage

- Visit the Cottage on a regular basis to assure safety, security, cleanliness, and provide an open door/welcoming environment for park passersby
- Working with the FOCP Volunteer coordinator, identify volunteers to support creating a presence at the Cottage
- Engage and communicate with City of Portland Parks and Recreation staff who also are present in the park and around the Cottage (maintenance, trash removal, arborists/urban forestry, etc...)

Manage the Cottage rental process

- Maintain and improve (as needed) the online rental process via the FOCP website.
- Communicate and negotiate in a timely and customer-friendly manner with prospective renters and rental customers about details of rental requests and established contracts.
- In collaboration with Board Treasurer, improve and maintain tracking system for rental payments both by check and by credit card.
- Maintain Cottage calendar(s) with current rental information and other events as requested by the Board of Directors.
- Produce a rental report in an agreed upon format for Board of Director meetings
- As requested, make arrangements and meet prospective renters at the Cottage to show the space pre-rental.
- Meet renters at the Cottage to allow them to gain entry and review rental terms and rules or identify volunteers to do so.
- Working with the FOCP Volunteer coordinator, identify volunteers to support aspects of the rental process

Upkeep and maintenance of the Cottage

- Provide general cleaning, upkeep, and light maintenance and identify volunteer opportunities to support this work as needed.
- Identify any large maintenance, repair or upkeep issues that require additional capacity and/or funding to address and communicate to the President.
- Engage and communicate with City of Portland Parks and Recreation staff who provide needed maintenance, repair, and upkeep services for the Cottage and Park grounds around the Cottage.
- Schedule and manage independent contractor who provides regular (every 4-6 weeks) cleaning of the Cottage.
- Identify and implement with support from the Board of Directors and volunteers improvement and upgrade efforts.

IDEAL CANDIDATE

The Columbia Cottage Caretaker will:

- Have a love of Columbia Park, agree to the FOCP mission, and have a willingness to be a steward leader of one of the Park's crucial amenities, Columbia Cottage.
- Be responsible, accountable, and trustworthy to be in a lead role watching-over a public space
- Be kind, caring, curious with all people and have a customer-friendly orientation
- Have ability to utilize various on-line platforms to manage communications, calendars, rental system, and payment processes
- Have access to and willingness to use personal phone and computer to carry out duties
- Be willing to "roll-up your sleeves" and sweep, mop, perform various cleaning duties as needed
- Have ability to assess facility issues, perform simple/light maintenance, and identify issues to be contracted to appropriate entities
- Ideally live within close proximity to Columbia Park
- Have a flexible schedule to visit the Cottage during day and evening time hours as need to meet needs.
- Be willing to dedicate on average 4-8 hours/week to assure duties of caretaker role

***FOCP is open to co-applicants and/or applicant couples interested in the caretaker role

COMPENSATION

FOCP is an all-volunteer organization and values the contribution that each of the Board members and volunteers make so that the organization functions well. The care taker role is crucial and requires a dedicated multi-tasker to assure the rental process runs smoothly and that the Cottage is well-maintained and ready for renters and the public. FOCP is willing to consider yearly stipend for the caretaker role. Yearly amount and payment arrangements will be negotiated with the final candidate.

APPLY

To express interest in and apply for this volunteer position email a letter of interest (not more than 1 page in length) to friendsofcolumbiapark@gmail.com outlining why you are interested in serving in this role and describing your qualifications and experiences that would make you a successful caretaker.

ABOUT FRIENDS OF COLUMBIA PARK

Friends of Columbia Park (FOCP) is a small non-profit (501c3) whose mission is to steward Columbia Park and all of its amenities. FOCP partners with the City of Portland and interested neighbors, institutions, and businesses to support Columbia Park as a thriving part of the North Portland Peninsula. When FOCP was formed in 1992, Portland Parks and Recreation (PP&R), gave FOCP purvey of the Columbia Cottage. The City of Portland owns and maintains Columbia Cottage. FOCP is responsible for the upkeep of the interior of Columbia Cottage and is able to rent the Cottage for private parties and make it available as a public gathering space.

FOCP is preparing to expand membership and launch a special project to Save Columbia Pool working in collaboration with many of the Peninsula's neighborhood associations, businesses, and other institutions. With this expansion, the new caretaker role will provide much needed capacity and support for the all-volunteer Board and organization to focus its efforts on special project expansion.

Learn more about Friends of Columbia Park and Columbia Cottage at our website: <https://www.focp.org/>