

ASSISTANT FACILITY AND MAINTENANCE COORDINATOR

40 hours May-September, up to 30 hours/week in the off-season at \$13-\$16/hour, based on experience.

Reports to: Facilities and Maintenance Director

POSITION SUMMARY:

This position supports the work of the YMCA of Barry County, a leading nonprofit committed to strengthening the community through youth development, healthy living and social responsibility. This individual will assist in the maintenance and improvement of YMCA facilities and vehicles, including preventative maintenance. This position requires janitorial responsibilities, light carpentry, minor plumbing, occasional painting, and typical handiwork to keep the property functional and looking beautiful.

ESSENTIAL FUNCTIONS:

1. Must be extremely organized and neat to keep work areas clean, accessible, and easy to locate tools and supplies
2. Able to safely use and train others on power tools and small engines (leaf blower, chainsaw, 4x4, etc.)
3. Complete facility cleaning and repairs
4. Assist in the operation of mechanical systems and report issues to management
5. Complete assigned repair work and projects in a timely manner
6. Help develop budgets supporting the preventative and annual maintenance plans
7. Direct assigned seasonal staff and volunteers
8. Advises management on maintenance issues and projects as needed
9. Ensure that assigned vehicles, boats, and other equipment are maintained and operated in accordance with the policies and procedures of the YMCA
10. Self-motivation and working as a team are crucial
11. Performs other duties as assigned, which may include early morning snow removal, and a few evening or weekend tasks as needed

TASKS:

- Assist in preparing Camp Algonquin for spring and summer programs. Tasks include, but are not limited to:
 - Cleanliness of all facilities and general camp appearance
 - Ensuring all camp vehicles, including motorized boats, are in good working order
 - Ensuring all program area infrastructure (docks, fences, buildings, etc.) are in a safe condition
- Maintain the quality of the Camp Algonquin property throughout the summer season. Tasks include, but are not limited to:
 - Trash removal
 - Interior and exterior cleanliness of all buildings
 - Completing maintenance requests made by YMCA staff

QUALIFICATIONS:

1. Experience or certification in facility or property management or related work

2. Basic knowledge of mechanical, electrical, plumbing systems, carpentry, power tools, and other maintenance-related areas
3. CPR, First Aid, and AED certifications, along with completing required training videos are required within 30 days of employment (YMCA will provide.)
4. Ability to drive with a record that meets YMCA standards

WORK ENVIRONMENT & PHYSICAL DEMANDS:

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is often required to: climb stairs, bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, climb ladders, walk, shovel snow, plow snow, lift and/or move up to 40 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity.
- The work is performed both indoors and out and may require travel to local locations.
- While performing the duties of this job the employee is exposed to weather conditions relevant at the time.
- The YMCA employs over 100 staff throughout the year at multiple locations. This position would be based at Camp Algonquin in Hastings and closely work with year-round program directors to deliver exceptional service to our community.

Click "Work" at the top of the website to apply, www.ymcaofbarrycounty.org.