



YMCA OF LANSING

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA Facility Coordinator

Position Summary

Create and implement plan for short term and long term facility needs while maintaining day to day facility concerns and upkeep. Incumbant must take the lead on facility projects to ensure quality and timeliness of completion is met. Must be able to work independently on projects and with other team members. Must be professional and have great communication to work with contractors and colleagues. Must be willing to keep facility clean with a plan to ensure all areas of the building are sanitized and cleaned on a consistent basis.

Duties and Responsibilities:

1. Assist in completing assigned tasks in a timely manner but prioritizing maintenance needs if necessary for major projects with the help of the Associate Executive Director.
2. Clean designated areas and or whole facility as determined with direct supervisor.
3. Work on a variety of projects that strengthen the organization and ensure building operations and safety are a priority.
4. Must have understanding of minor construction with ability to work with power tools, experience painting, plumbing knowledge and overall handy man work.
5. Completes projects in a conscientious, timely manner, within the allotted time scheduled by supervisor.
6. Models relationship-building skills in all interactions.
7. Advises management on status of project if a concern arises and or the project gets delayed.
8. Ensures that all tools/equipment is maintained and properly operated in accordance with the policies and procedures of the YMCA.
9. Attend all staff meetings.
10. Complete all required YMCA trainings within the time allotted.
11. Adheres to YMCA dress code.
12. Engage with all members, participants, and parents to build strong relationship towards the advancement of the Y
13. Responsible for reporting risk situations and providing leadership if deemed necessary by supervisor
14. Cability of working weekends and evenings if the need arises
15. Other duties as assigned

Salary: \$15-16.75/Full-time Hourly (Non-exempt)

Benefits:

- Medical/Dental/Vision/Life insurance eligibility
- 50% discount on program fees for themselves or eligible family members up to \$500 per year
- 13% retirement contribution upon eligibility with a 1% increase until plan reaches 15% on January 2025
- Paid Time Off
- Free YMCA Family Membership

Job Requirements:

- High School Diploma or GED.
- Six months or more of experience in a custodial or closely related field.
- Working knowledge of custodial-related areas including but not limited to cleaning methods and equipment.
- Completion of all required YMCA trainings in the designated time frame
- Ability to respond to safety and emergency situations.

Disclaimers:

- Must complete successful background screening and drug test for YMCA and all other off-site screenings for partnering organizations.
- This job description may not be all-inclusive and employee is expected to perform all other duties as assigned by direct management.
- Job descriptions and duties may be modified when deemed appropriate by management.

Deadline: Monday, May 5, 2023

Include: Resume, and three references

Contact: Amy Stearns, Director of HR & Risk, careers@lansingymca.org