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## **YMCA OF LANSING JOB POSTING**

### **Maintenance Director**

**General Function:** Mystic Lake YMCA Camp is an overnight camp serving children and adults since 1926. Our facilities include 600 acres, 40 buildings and a number of program areas/activities. Under the supervision of the Executive Director, the Maintenance Director is responsible for the maintenance of all buildings and equipment, the security and safety of all facilities, cleanliness of buildings and grounds, care of grounds, vehicle maintenance and financial oversight of maintenance department budget. The Maintenance Director must have experience and training in general maintenance that includes carpentry, electrical, heating and cooling, plumbing and must have capability to effectively hire and supervise all maintenance and housekeeping staff.

Responsibilities include staff recruitment and scheduling/supervision, project planning, inventory, cost control, procurement of supplies, preventative maintenance and cleaning of all camp facilities and grounds. Maintenance Director is a Full Time salaried Exempt position. Position is not offered housing on camp grounds.

#### **Position Responsibilities:**

1. Supervise all maintenance operations of Mystic Lake YMCA Camp.
2. Develop and manage a \$225,000+ department budget.
3. Operation of facilities and grounds in accordance with all state, county and local regulatory agencies.
4. Under guidance of Executive Director, supervise maintenance and housekeeping including fiscal management, safety/risk, staffing and volunteers.
5. Serve as a member of the Camp Leadership Team.
6. Maintain inventory of equipment/supplies and replace/reorder when needed.
7. Maintain a clean work area before, during and after group visits.
8. Maintain accurate inventory, records and files.
9. Assist with meeting accreditation and licensing standards by the American Camp Association and Michigan State Licensing.
10. Achieve certification specific to program department to include FA/CPR and additional YMCA of Lansing required trainings.
11. Operate within budget guidelines.
12. Strive to improve public relations with guests.
13. Perform other duties as assigned.

**Salary/Hours:** \$45,000-\$50,000; Full Time (40+ hrs) Position may require nights, weekends and on call depending upon needs of camp.

#### **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
- Paid Time Off
- Professional Development

#### **Job Requirements:**

- Minimum 5 years related work experience. Must have been in supervisory role in a previous position.
- Desire to work with children and peers.
- Ability to lead and supervise participants.
- Strong interpersonal skills.
- Ability to accept supervision and guidance as well as constructive feedback.
- Ability to lead, train and supervise staff in order to operate in an effective manner.
- Experience in supervising others and working with a team.
- Complete all required YMCA trainings when needed.
- Ability to respond to safety and emergency situations.

#### **Physical Demands:**

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 50 pounds, have finger dexterity, grasp, perform repetitive motions, communicate and have visual acuity. The work is performed both indoors and out, and will require travel to various locations. Employee may be required at any time to wear personal protective equipment as dictated by the organization which includes but not limited to masks, face shields, etc.

**Disclaimers:**

- Must complete successful background screening 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:** Approximate start date to be in May 2023.

**Contact:** Amy Stearns, Director of HR & Risk, [careers@lansingymca.org](mailto:careers@lansingymca.org) or apply online at [www.lansingymca.org](http://www.lansingymca.org)