



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



YMCA of Lansing Association Job Description  
**Mystic Lake YMCA Camp**  
**9505 Ludington Dr, Lake, MI, 48632**  
517-827-9650

## **HOUSEKEEPING/GENERAL MAINTENANCE**

At Mystic Lake YMCA Camp, our goals are to teach youth social responsibility through environmental stewardship, community living, and working with one another in a group setting that builds friendships. Youth develop and learn new skills to improve their sense of self-worth and confidence in an accepting environment where all are welcome.

### **GENERAL FUNCTION**

Properly and thoroughly clean the YMCA facility and light building maintenance and repair.

### **JOB REQUIREMENTS**

- Preferred three or more years of experience in a custodial or closely related field
- Working knowledge of custodial-related areas
- Complete all required YMCA trainings
- Ability to maintain an organized and safe working environment

### **POSITION RESPONSIBILITIES**

1. Complete all facility custodial duties outlined by Supervisor
2. Complete custodial duties in a conscientious, timely manner, within the allotted time scheduled by the supervisor
3. Model relationship building skills in all interactions
4. Advises management on custodial issues and projects as requested
5. Ensures that all custodial equipment is maintained and properly operated in accordance with the policies and procedures of the YMCA and industry best practices.
6. Attend staff meetings
7. Complete all required YMCA trainings within the time allotted
8. Engage with all members, participants, and parents to build strong relationships towards the advancement of the Y
9. Assist in the Annual Campaign as needed
10. Perform other duties as assigned



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### **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, paint, shovel snow, plow snow, lift and/or move up to 50 pounds, have finger dexterity, grasp, perform repetitive motions, communicate and have visual acuity.

### **DISCLAIMERS**

- Must successfully complete background screening for YMCA
- This job description may not be all-inclusive, and the 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.

### **SALARY/HOURS/BENEFITS**

This is a seasonal position, and the applicant should be available Sunday - Friday. Hours will vary depending upon the season and the need of Mystic Lake YMCA Camp. \$10.33-12/hour.

Include: YMCA of Lansing Application ([lansingymca.org/jobs](http://lansingymca.org/jobs)), with 3 non-family references and 1 family reference.

Contact: Bob Kohn, Maintenance Director, [bkohn@lansingymca.org](mailto:bkohn@lansingymca.org), 517-827-9650