



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Central Connecticut Coast YMCA Job Description

Job Title: Seasonal Maintenance Assistant
Salary Range: \$15.00-\$16.00/hr
FLSA: Non-exempt – Part-time

Reports To: SACC/Camp Director
Work Location: Hamden/North Haven Outdoor Center
Work Schedule: Monday-Friday, Hours TBD

A Career with a Cause:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. Our mission is to put Judeo-Christian principles into practice through programs that build healthy spirit, mind, and body for all. The Y strengthens the foundations of communities and families through our key areas of focus; youth development, healthy living, and social responsibility and our core values of caring, honesty, respect, and responsibility. We are committed to this cause because a strong community is achieved when we invest in our children, health, neighbors, and values.

We are welcoming: we are open to all. We are a place where you can belong and grow. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

Position Summary:

Under the direction of the SACC/Camp Director, with input and guidance from the District Facility Director, the Seasonal Maintenance Assistant is responsible for administering the maintenance and improvement of operations of the Hamden/North Haven YMCA Outdoor Center. Major areas of responsibilities include care for facilities, equipment, overall cleanliness, preventative maintenance. The position will support coordination of preventative maintenance, risk management, and OSHA regulations. In collaboration with other departments and management direction, the Seasonal Maintenance Assistant will monitor and to assure a clean, safe and attractive facility, with equipment and grounds that are well maintained and in good working condition.

Salary and Benefits:

- Salary Range: \$15.00-\$16.00/hours, Non-exempt – Part-time
- YMCA Membership

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The essential functions of this position include, but are not limited to the following:

- Models and teaches the YMCA core values of caring, honesty, respect, and responsibility with members, colleagues, staff, guests, volunteers, and vendors.
- Develops, maintains, and facilitates positive relationships with and between volunteers, members, program participants, staff, and colleagues at all levels of the organization.
- Assist in coordination of facility maintenance and cleanliness in a timely manner, ensures the proper operation of all mechanical systems and equipment.
- Stays up to date and assists with all facility changes.
- Ensure that all buildings and grounds are maintained in accordance with approved YMCA, OSHA and other certifying agency standards.
- Assist supervisor in developing cleaning specifications. Execute plan to maintain the cleanliness of all YMCA sites and buildings including landscaping of the property.
- Maintain and control inventory of custodial supplies and equipment. Follow procedures for ordering supplies.
- Execute day-to-day responsibilities to create a safe, secure and enjoyable environment. Assist camp staff in enforcing all safety regulations including keeping program areas clean and safe.
- Respond quickly and effectively to accidents and incidents. Accurately prepare and submit Accident and Incident Reports in a timely manner.
- Knows, follows, and enforces all YMCA policies, rules, regulations, and procedures, including emergency and safety procedures, and those of the prevention of child abuse; and supports other staff to do the same.
- Attends all mandatory meetings and trainings.

YMCA Leadership Competencies:

- **Critical Thinking & Decision Making:** Makes informed decisions based on logic, data, and sound judgment.
- **Project Management/Program:** Ensures program or project goals are met and intended impact occurs.

- **Quality Results:** Demonstrates and foster strong commitment to achieving goals in a manner that provides quality experiences.
- **Functional Expertise:** Executes superior technical skills for the role
- **Collaboration:** Creates sustainable relationships within the Y and with other organizations in service to the community

Experience, Education, and Qualifications:

- High School Diploma, equivalent, or relevant work experience.
- Working knowledge of carpentry, painting, general repair, landscaping, and other maintenance-related areas including associated supplies and equipment.
- Ability and current license to drive with record that meets YMCA standards.
- Computer competency including Microsoft Office
- Ability to respond to safety and emergency situations, during as well as after hours.
- Able to work a flexible work schedule.
- Must be observant, safety-conscious, and able to react calmly and quickly in an emergency.
- Able to work flexible schedules

Trainings & Certifications:

- Must complete New Employee Orientation, Child Abuse Prevention, Mandated Reporter, Blood-borne Pathogens, Employee Safety, and Hazard Communication trainings prior to start of position.

Effect on End Results:

This position strongly impacts the effectiveness with which the Central Connecticut Coast YMCA accomplishes its mission. The role requires that the Seasonal Maintenance Assistant be committed to delivering high quality results, building positive relationships, maintaining a safe environment, and fostering a healthy community for all.

- Properties are clean and have safe environments and facility and equipment quality is ranked as excellent.
- Maintenance records are maintained
- Positive relationships are maintained with all.
- All applicable licensing standards, grant stipulations, YMCA policies, state and local laws, and YMCA of the USA risk management recommendations are met or exceeded.
- Positive image of the Central Connecticut Coast YMCA is achieved.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to type, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Position requires sitting for extended periods of time and repetitive data entry. Must be able to be in the water for extended periods of time and pass aquatic proficiency tests. Must have sufficient visual and auditory acuity to respond to emergencies in a timely manner in a busy pool environment.

Work Environment:

This job operates in a recreational and educational environment. This role routinely uses standard sports and recreation equipment such as gym equipment, sports equipment, and office equipment such as phones, photocopiers, filing cabinets, and fax machines. At times, employees may be exposed to undesirable working conditions, communicable infectious diseases, and risk of injury from others. All employees are required to follow the preventative health policies of the YMCA at all times. The noise level in the work environment is moderate to high.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Acceptance and Acknowledgement Sign Off:

This position description is not a contract. The Central Connecticut Coast YMCA reserves the right to change this position description as necessary. The employee is expected to adhere to all association policies and to act as a role model in the adherence to the association policies.

Websites for More Information:

- www.cccymca.org
- www.brbc.org

Application Information:

Submit a cover letter, resume, and four references by March 30, 2019 to Erin Kelly, School-Age Child Care/Camp Director at ekelly@cccymca.org