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FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA Hayo-Went-Ha Camps JOB DESCRIPTION

Job Title:	Maintenance
Classification:	Exempt (Seasonal)
Salary:	As noted on your camp employment agreement
Other Compensation:	Room and Board/Meals while on duty
Reports to:	Camp Director and Maintenance Director
Revision Date:	March 2022

POSITION SUMMARY

Maintenance is responsible for the overall upkeep of camp, Under the direction of the Maintenance Director, assists in the maintenance and repair of the camp's buildings, grounds, equipment and other facilities consistent with the mission and established policies and procedures of the camp.

ESSENTIAL FUNCTIONS

- Working daily from a scheduled list clean and maintain the facilities as supervised by the Maintenance Director.
- Attend staff training and staff meetings as needed.
- Complete assigned maintenance projects as Directed by the maintenance Supervisor or Director.
- Assist in moving materials and supplies to appropriate areas of camp as needed.
- Maintain grounds to reduce risk of danger or injury to persons using grounds and facilities.
- Communicate daily with the Camp Director when possible and set up a workable and productive schedule.
- Conduct initial and end of season inventory, and store equipment safely.
- Performs any other functions necessary for the smooth and efficient operation of camp to make experience the best it can be for our campers.

REQUIREMENTS/QUALIFICATIONS:

- Mature, Capable, and hard working
- Skills in janitorial cleaning procedures
- Ability to accept guidance and supervision from, and work with others
- Self starter and organizer
- Enthusiasm, flexibility, patience and control

YMCA LEADERSHIP COMPETENCIES:

- **Relationship-building:** Creates and maintains authentic relationships while enhancing individual and team performance.
- **Communication:** Listens and expresses self effectively and in a manner that reflects a true understanding of the needs of the audience.
- **Developing Others:** Recognizes and acts on the need to continually develop others' abilities to attain the highest level of performance.
- **Decision-making:** Integrates logic, intuition, and sound judgment to analyze information to identify key opportunities, make thoughtful decisions and solve problems.
- **Leadership:** By providing the right example, motivates and encourages others in pursuit of common goals.

WORK ENVIRONMENT & 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.

- Willing to work outside in all weather conditions.
- Must be able to lift at least 50lbs.
- Long days standing and moving around camp.
- Will be working with cleaning chemicals.
- Current and valid driver's license.
- Ability to understand and implement safety regulations and procedures
- Ability, both visual and auditory, to identify safety hazards and monitor guest and staff behavior and enforce appropriate safety regulations and emergency procedures.
- Ability to safely and properly use power tools and equipment.
- Ability to safely drive cars, light trucks, tractors, and other motorized vehicles.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the camp operation.

EFFECT ON END RESULTS

The Maintenance crew at Hayo-Went-Ha Camps play a vital role to ensure the best possible experience for the campers. The end result will be measured by the daily state of camps cleanliness, facilities, and repair. An end of the summer evaluation will be conducted by the Maintenance Director.

Note: Employees are held accountable for all duties of this job. This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

SIGNATURE:

I have reviewed and understand this job description and I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the State YMCA of Michigan. I acknowledge that this job description is not to be construed as an express or implied contract of employment and does not alter my status as an employee at will.

Employee's name

Employee's signature

Today's date: _____



