

## YMCA—YWCA Employment Opportunities

*Opportunities to learn, lead, and grow.*

### FACILITY SERVICES

**Position:** Facility Services Director

**Location:** Kamloops Community YMCA-YWCA

**Compensation:** Competitive salary and comprehensive benefit package

**Schedule:** Full-time shift work, some evenings and weekends required

**Placement date:** September 16 2019

#### **Job Description:**

Reporting to the Maintenance Supervisor, this front line position will work as part of the Facility Services team in providing excellent customer service in the areas of maintenance and cleaning. Each Facility Attendant has the responsibility of maintaining the facility up to Priority SAM standards and conveying these standards to fellow staff, volunteers and members.

#### **Major Responsibilities and Abilities:**

To perform all duties and responsibilities in accordance with the Kamloops Community YMCA-YWCA policies, standards and procedures as directed by the Maintenance Supervisor and/or Facility Services Director; Maintain confidentiality on all matters relating to internal affairs; completion of cleaning and maintenance duties as set out for each shift in the Preventative Maintenance Schedule; monitoring of building mechanical equipment and in the absence of maintenance supervisor, correcting of any malfunction immediately, or contacting the Director or supervisor so repairs can be made; securing (area) and in the absence of maintenance supervisor, correcting any building hazards immediately; monitoring of Pool and WP chemical readings and recording these in the log book, making any necessary adjustments to chemical levels, monitoring chemical tank levels and refilling as required; ensuring that proper closing and locking procedures are practiced each night; ensuring that all areas are maintained at or above Health and Safety Regulations and Priority SAM Standards at all times; completing assigned maintenance and cleaning duties at the main facility and or other branch sites as directed by the supervisor or Director; supervising and assisting volunteers in completing assigned duties; completing daily logbooks and any daily checklists; performing Emergency First Aid as required to the level of First Aid Certification; performing other duties and responsibilities as required.

# YMCA Employment Opportunities

## Qualifications:

This is an entry level position. Basic Facility Cleaning/Maintenance experience an asset. Knowledge of Pool and/or spa maintenance an asset. Grade 12 education or equivalent. Knowledge of basic building maintenance and/or equipment maintenance an asset. We are looking for someone who is motivated and able to work unsupervised to complete various duties and projects. Criminal Record Check must be completed. Good communication and interpersonal skills. Ability to prioritize work and complete necessary duties. Availability to work a flexible work schedule. Level 1 OFA required within 6 months of hire

## Competencies:

*Commitment to Mission, Vision and Values:* Demonstrates and promotes a personal understanding of and appreciation for the mission, vision and values of YMCA of Kamloops.

*Service Attitude:* Identifies needs and wants of members/participants as priority and responds in an effective and timely manner to enhance every person's Y experience.

*Relationship Building:* Builds positive interactions both internally and externally to achieve work related goals.

*Welcoming:* Treats everybody in a friendly and respectful manner. Creates a pleasant, user-friendly atmosphere. Goes out of your way to make people feel at ease and makes an effort to learn the names of staff, volunteers, and patrons.

*Quality Focus:* Ensures that services criteria for self, staff, and programs are set, reviewed and surpassed regularly to provide excellent service delivery.

*Adherence to the YMCA Child Protection Policies and Procedures:*

**\*Please note that a satisfactory criminal reference check must be received prior to starting employment.**

## Application Process:

Please apply with cover letter and resume, to:

Bob Francis  
Director of Facility Services  
Downtown YMCA—YWCA  
400 Battle Street, Kamloops BC  
E-mail: [Bob.francis@kamloopsy.ca](mailto:Bob.francis@kamloopsy.ca)

**Application Deadline:  
September 16, 2019**

**KamloopsY.ca**

*Building healthy communities*

400 Battle Street, Kamloops BC  
150 Wood Street, Kamloops BC