



**Kamloops  
Community  
YMCA-YWCA**

*Opportunities to learn, lead, and grow.*

**Position:** Volunteer Facility Attendant

**Location:** Downtown Y or  
John Tod Y

**Schedule:** 2 hours per week, shifts  
available at both locations

**Placement date:** As Soon As Possible

#### **Job Description:**

Working with the Facility Services Staff, each volunteer will assist in keeping the specified facilities and/or equipment clean and sanitized and in providing excellent customer service in the areas of maintenance and cleaning. Each Volunteer Facility Attendant has the responsibility of maintaining the facility up to Priority SAM standards and conveying these standards to fellow volunteers and members.

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

- 1) To perform all duties and responsibilities in accordance with the Kamloops Community YMCA-YWCA policies, standards and procedures as directed by the Facility Services Director and/or Facility Staff
- 2) Maintain confidentiality on all matters relating to the affairs of the YMCA-YWCA.
- 3) Completion of cleaning and/or maintenance duties as set out for each shift in the Volunteer Job Description. This position will mainly clean and disinfect change rooms and fixtures, lobbies and fixtures, fitness areas and equipment and windows in all areas.
- 4) Report any building hazards or malfunctioning equipment to staff immediately.
- 5) To Ensure that all areas are maintained at or above Health and Safety Regulations and Priority SAM Standards at all times.
- 6) Completes daily logbooks and any daily checklists as required
- 7) Perform other duties and responsibilities as necessary in the performance of the position and as assigned by the Supervisor or Director.
- 8) Ensure that all Child Protection Safety Policies are followed.

*Building healthy communities*

Kamloops Community YMCA/YWCA

**kamloopsy.org**

400 Battle Street, Kamloops BC  
150 Wood Street Kamloops BC

# YMCA/YWCA Employment Opportunities



## Competencies:

*Demonstrate a High Level of Initiative and Integrity*

*Philanthropy:* Demonstrates a personal responsibility for the YMCA/YWCA as a charity.

*Quality Focus:* Ensures that all YMCA/YWCA facilities meet or exceed SAM Standards.

*Service Orientation:* Deliberately identifies and creates opportunities to enhance each and every individual's YMCA/YWCA experience.

*Adherence to the YMCA Child Protection Policies and Procedures*

## Performance Expectations:

- 1) Completing all assigned cleaning duties up to YMCA-YWCA Sam Standards.
- 2) Recording or checking off completed duties and maintaining up-to-date records.
- 3) Keeping Supervisor and Manager informed of any emergencies, concerns or sensitive issues.
- 4) Demonstrating adaptability, initiative and good work habits, interpersonal skills and good communication skills.
- 5) Demonstrating a commitment to the effective and conscientious performance of responsibilities.
- 6) Conveying the Values, Mission and Standards of the YMCA-YWCA to fellow workers, volunteers and members.
- 7) Demonstrating a personal pride in ones job by reporting to work well groomed and in proper uniform.

## Acceptable Training and Experience:

No experience required, but Applicant should be in good physical health, and willing to learn.

If you have a particular skill or interest please let us know. We do have project work from time to time, (renovations, painting, grounds maintenance) that we can always use help with.

## Application Process:

Please submit completed application forms to:

**Kim Boyetchko, Facility Services Director**

Kamloops Downtown YMCA/YWCA

400 Battle Street, Kamloops BC

E-mail: [kboyetchko@kamloopsy.org](mailto:kboyetchko@kamloopsy.org)

Fax: (250)372-3023

**\* Please note that a criminal reference check must be submitted for review prior to starting employment.**

*Building healthy communities*

Kamloops Community YMCA/YWCA

[kamloopsy.org](http://kamloopsy.org)

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