



YMCA OF LANSING

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Mystic Lake Camp Maintenance Director

General Function: Under the supervision of the executive director, the maintenance director is responsible for the maintenance of all buildings and equipment, the security of all facilities, cleanliness of buildings and grounds, care of all grounds, camp utility usage and vehicle maintenance. Also special projects as assigned, such as remodeling camp housing, constructing new program areas, or creating effective storage devices. The maintenance director must have experience in general maintenance that includes expertise in carpentry, electric, refrigeration and plumbing, and must have the capability to effectively work in a team setting.

Duties and Responsibilities:

1. Assist in the supervision of the maintenance operations of camp.
2. Responsible for annual maintenance budget and tracking of expenses.
3. Supervise two part-time employees year-round, and one part-time housekeeper for four months of the year.
4. Responsible for cleanliness and upkeep of grounds and facilities.
5. Responsible for security of camp.
6. Responsible for risk management of the camp.
7. Responsible for maintenance of all vehicles and equipment at camp.
8. Maintain schedules and records of equipment and facilities maintenance.
9. Perform and document monthly inspections of equipment and facilities.
10. Maintain effective recycling and waste reduction program.
11. Perform other functions as assigned by the executive director.

Salary & Hours: \$20-23 per/hour; 40 hrs. per week (Monday-Friday), Year-round.

Benefits:

- Medical, dental, vision, and life insurance eligibility.
- 50% discount on program fees for themselves or eligible family members up to \$500 per year
- Paid time off
- 15% retirement contribution upon eligibility.

Job Requirements:

- High school diploma or equivalent is required. Must be at least 18 years of age.
- Three or more years experience in facilities management, or related field.
- Must demonstrate creativity, enthusiasm, and dedication.
- Outgoing, friendly, and enthusiastic personality. Strong interpersonal skills.
- Ability to accept supervision and guidance as well as constructive feedback.
- Ability to respond to safety and emergency situations.
- Completion of YMCA trainings within a required time frame.

Physical Demands

While performing the duties of this job, the employee is often required to: bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, lift and/or move up to 50 pounds, have finger dexterity, grasp, perform repetitive motions, speak, hear, and have visual acuity. Must be able to work in an outdoor environment.

Disclaimers:

- Must complete successful background screening.
- This job description may not be all-inclusive and 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.

APPLY NOW: [YMCA of Lansing Job Application](#)