



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CHANGE LIVES, INCLUDING YOUR OWN

WITH A CAREER AT THE YMCA

NOW HIRING

Building Services Coordinator; Part-Time , Northern Door Program Center

The Building Services Coordinator is responsible for the maintenance and cleanliness of facilities, grounds and equipment for the Program Center(s). This position requires the ability to perform routine maintenance checks and repairs on the equipment and within the facility, while also contributing to the level of cleanliness, in order to maintain a high level of member satisfaction. The ability to develop relationships with members and the staff team, to hear and understand their needs/concerns in an open and positive manner, with the end result of improving the YMCA and member experience is a key deliverable in this position.

KEY QUALIFICATIONS

The Building Services Coordinator will have general maintenance knowledge. Working with the Branch Director, this position requires the ability to multi-task, while prioritizing and organizing projects. The Building Services Coordinator will be responsible for basic record keeping; basic computer skills are also required.

DETAILS

The Building Services Coordinator position is based out of our Northern Door Program Center at 10-15 flexible hours per week. Starting pay will be \$12-14 per hour, with a FREE YMCA membership and program discounts. Position includes the need to be physically active, including walking, bending, reaching, pushing and lifting up to 50 pounds on a regular basis.

Full job description and YMCA application can be found on the YMCA website, www.DoorCountyYMCA.org

Interested applicants can apply by submitting resume and/or application and references to:

Sherri Dantoin, VP Administration
1900 Michigan Street
Sturgeon Bay, WI 54235
Email: sdantoin@doorcountyyymca.org
Phone: 920-743-4949

