



FOR YOUTH DEVELOPMENT[®]
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of Greater Syracuse Job Posting

Job Title: Assistant Camp Groundskeeper

FLSA: Non-exempt – Seasonal/Temporary

Dates: May 15 through September 8, 2017

Work Schedule: Monday through Friday from 10:00am to 7:00pm

Reports To: Camp Groundskeeper

Work Location: Camp Iroquois

A Career with a Cause:

At the Y, strengthening community is our cause. Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. We focus our work in three key areas, youth development, healthy living and social responsibility. We are committed to this cause because a strong community can only be achieved when we invest in our kids, our health and our neighbors.

General Functions:

Under the direction of the Camp Groundskeeper, the Assistant Camp Groundskeeper will serve on the property staff team that strives for the highest standard of safety, cleanliness, sanitation, organization, and attractiveness of the YMCA Camp Iroquois buildings and grounds. The Assistant Camp Groundkeepers' primary responsibilities are the cleaning and sanitation of the building and grounds. The incumbent is a team player who accepts and demonstrates the YMCA core values of caring, honesty, respect, and responsibility.

YMCA Summer Day Camp Quality Service Theme:

By acting as role models and building lasting relationships, we make a positive difference in families' lives.

Responsibilities/Duties/Functions/Tasks:

The essential functions of this position include, but are not limited to the following:

- Perform floor care and cleaning including vacuuming, sweeping, mopping, and stairs and baseboard scrubbing.
- Perform window, wall, blind, shade, and door care and cleaning of buildings.
- Perform ceiling care including vent cleaning, and light fixture/bulb repair and replacement.
- Perform restroom cleaning and sanitation including partitions, toilets, urinals, sinks, and counters.
- Perform trash removal.
- Perform counter, table, desk and chair care and cleaning.
- Perform kitchen area cleaning.
- Maintain and clean YMCA camp grounds, parking lots, and sidewalk including trash removal, grass cutting, minor tree cutting, weed removal and trail clearing.
- Perform program set up and break down including chairs and tables.
- Assist in the training of other property staff in this job position.
- Attend all schedule staff meetings.
- Attend all required training and workshops etc.
- Assist Camp Groundskeeper in maintenance of camp wells, fountains, buildings, equipment and pool.
- Other duties may be assigned.

Experience and Education:

- High school graduate with some college experience preferred but not required.
- Have prior experience working in a janitorial role.

Qualifications:

- Must be at least 18 years of age.
- Possess and demonstrate an ability to:
 - Read and interpret documents and labels such as YMCA policies and procedures, safety rules and chemicals.
 - Add subtract, multiply and divide in all units of measure, using whole numbers and common fractions to calculate correct cleaning chemical measurements and event setups.
 - Solve problems, situations and/or complaints from members, program participants, parents and staff members.
 - Complete assigned work with minimum supervision.
 - Work within a team of Property Management, volunteers and YMCA staff.

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Core Competencies:

- Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts changes; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.
- Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fundraising in achieving the YMCA mission.
- Provides a Quality Experience for Members, Participants, Internal Customer and Other: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve in involve members, participants, internal customers and others.
- Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
- Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

Effect on End Results:

This position strongly impacts the effectiveness with which the YMCA accomplishes its mission. The Camp Iroquois staff is committed to promote an environment that teaches values, is healthy, safe and provides an opportunity for positive growing experiences:

1. Strong lasting relationships with parents, campers, and co-workers
2. The Camp team provides safe and age-appropriate activities
3. Build a strong, positive community image

Physical Demands:

Ability to frequently bend, kneel, reach, stand, climb or balance, stoop, crouch, crawl, sit, walk, talk, hear, shoveling, use hands and fingers, handle or feel; reach with hands and arms; and lifting and/or carrying up to 50 pounds. Specific vision abilities required include close, peripheral, depth vision and ability to adjust focus.

Work Environment:

Duties are performed in an outdoor environment and in a camp group setting; at times camp employees may be exposed to undesirable working conditions, communicable infectious diseases, and the risk of injury from children. All camp employees are required to follow the preventive health policies of the Camp at all times. The noise level in the work environment is usually loud. Employees will be frequently exposed to wet/cold and hot/humid outdoor conditions.

Americans with Disabilities Specifications:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

How to Apply:

Interested candidates should respond to Jade McClallen, Property Director at (315) 637-2025, ext. 219 or email their application to jmccallen@syracuseymca.org or Suzanne LeRoy, Director of Human Resources at (315) 474-6851, ext. 311 or email their application sleroy@syracuseymca.org, no later than May 29, 2017.

The YMCA of Greater Syracuse reserves the right to interview only those internal candidates that based on their qualifications, experience and background meets the requirements of the job vacancy.