



YMCA of Central East Ontario
Balsillie Family Branch- Peterborough

POSITION VACANCY: Manager, Facility Services

EFFECTIVE: Immediately

REPORTS TO: General Manager

HOURS: Full Time

OVERVIEW:

The Balsillie Family Branch in Peterborough seeks a dynamic YMCA professional to provide leadership and management to the facility and housekeeping operations in this 10 year old facility. This state of the art 62,000 square foot facility houses a full HFR centre, as well as, childcare. The membership is currently at 7,500 members with a budget of 4.5 million dollars. The Balsillie Branch is one of three major facilities of the YMCA of Central East Ontario which serves Belleville, Peterborough, the City of Quinte West and the surrounding communities in Hastings County, Prince Edward County and Peterborough County.

The YMCA of Central East Ontario is a charity committed to strengthening the foundations of community. We are dedicated to helping people grow in spirit, mind and body.

All offers of employment will be subject to the provision that the successful incumbent provides the YMCA of Central East Ontario with a current and satisfactory Police Records Check with vulnerable sector screening.

GENERAL ACCOUNTABILITY:

Reporting to the General Manager, this full-time position is responsible in championing a “clean culture” program that all staff understand and implement in their areas. It is the responsibility of the Manager of Facility Services to ensure that there are clear and supportive systems in place for the equipment and facility to remain in “as new” condition. The Manager of Facility Services is responsible for the development and implementation of the Branch’s housekeeping, preventative maintenance and refurbishment projects/plans.

KEY RESPONSIBILITIES:

- Ensure sound management of the facility and housekeeping program
- Hire, train and supervise maintenance and cleaning staff
- To upgrade the facility on a continuous basis and to maintain in “as new” condition.
- To carry out a proactive preventative maintenance program in all of the facility
- Ensure an annual refurbishment plan is implemented and updated accordingly
- Ensure SAM 2.1 standards / Best Practices are met
- Maintain a positive relationship with co-workers, outside contractors and suppliers
- Create an annual budget and manage the allocated budget throughout the year

EDUCATION/TRAINING/QUALIFICATIONS:

- University/College education in related field
- Standard First Aid, CPR Level C and AED certification
- Well-developed interpersonal and relationship building skills

EXPERIENCE:

- Minimum 3-5 years of Facility Management experience
- Budget management experience
- A proven track record of staff and volunteer supervision

CORE COMPETENCIES:

Coaching & Development	Commits to assisting participants, volunteers, staff and self in continuous learning and self-development
Communication	Communicates in a thorough, clear and timely manner and support information sharing and goal achieving across the YMCA.
Concern for Health & Safety	Acknowledges and understands how to manage and educate others of risk and harm reduction.
Problem Solving	Identifies an issue, gathers and processes relevant information, coming up with possible solutions, selecting appropriate responses and implementing them
Planning & Organizing	Establishes a clearly defined and effective course of action for self and others to accomplish short and long term work goals
Self-Management	Works independently with minimal supervision

All interested candidates are to submit a letter of application and resume to:

Carly Butterworth

HR Manager

YMCA of Central East Ontario – Balsillie Family Branch

123 Aylmer St. S., Peterborough, ON, K9J 3H8

carly_butterworth@ymca.ca

Applications will be received until **September 5, 2017**

We appreciate your interest in a career opportunity with the YMCA of Central East Ontario. Please note that only those selected for an interview will be contacted.

The YMCA of Central East Ontario is committed to an environment that is barrier free; if you require accommodation during the hiring process, please inform us in advance so that we can arrange reasonable and appropriate accommodation. The YMCA of Central East Ontario values the diversity of people and communities and is committed to excellence and inclusion in our Association.