

POSITION AVAILABLE

Position Title:

Building/Maintenance

Supervisor

Job Code:

G7BMS

Location:

Flagstaff Family YMCA

Exempt:

Non Exempt:

X

FT / PT:

PT

Positions:

1

Hiring Range:

\$9.88/hr

Scheduled

Hours:

**Weekdays and
some weekend
hours**

POSITION DESCRIPTION:

Working knowledge of preventative maintenance practices, chemical usage, MSDS, and air conditioning systems.

Possesses mature judgment and sound decision-making. Ability to communicate effectively with members, peers, volunteers, and supervisor. Ability to respond to safety and emergency situations.

Participates in the inside and outside maintenance of the building, complying with all Association standards and safety procedures. Ensures that facility, equipment, and supplies are maintained in an orderly and safe manner.

Operates all equipment properly and promptly reports any problems. Performs maintenance procedures, repairs, and custodial duties as needed. Attends

staff meetings and trainings as required. Follows all YMCA policies, rules, regulations, and procedures, including emergency procedures. Completes incident and accident reports as necessary.

Incorporates the mission, philosophy, and 4 core values of the YMCA in all communication with participants and co-workers.

POSITION AVAILABLE

Position Title:

**Pre-School Assistant
Teacher**

Job Code:

G1CA5

Location:

Flagstaff Family YMCA

Exempt:

Non Exempt:

X

FT / PT:

PT

Positions:

3

Hiring Range:

\$ 6.75-7.50

Scheduled Hours:

**10-20 Hours Per
Week**

POSITION DESCRIPTION:

Looking for a fun part-time job? Come join our team. The Flagstaff Family YMCA is looking for a Preschool Assistant Teacher. Assistant Teachers assist in the classroom with children ages 2-5. They assist teachers with the implementation of lessons and preparation of materials as well as maintain equipment and assist with general housekeeping tasks. Assistant Teachers assist lead teachers in maintaining all pertinent records and attendance information. Must communicate well with children, staff and parents. No experience necessary. Prefer 6 months experience, course work in early childhood, childhood development or closely related field or any combination of experience and training that would likely provide the required knowledge and abilities is required.