

**CAMP MANITO-WISH YMCA  
JOB DESCRIPTION**

Position Title: Property Support Staff  
Reports to: Assistant Property Manager  
Date: August, 2019

**Position Summary**

Under the direction of the Property Manager and supervision of the Assistant Property Manager, this position assists the Property Team with a variety of daily work tasks to include regular cleaning and light maintenance of camps buildings and grounds.

**Essential Functions**

To properly carry out the responsibilities associated with the job, the incumbent must be able to perform the following functions unaided, or with assistance of a reasonable accommodation:

- Maintain positive relationships with all customers and communicate effectively to diverse groups of Individuals
- Complete daily work tasks independently and in a timely fashion as agreed upon with the Assistant Property Manager/Property Manager
- Function in varying environmental conditions, i.e.; dust, pollen, odor, absence of cleanliness, etc.
- Follow motorized vehicle safety protocols
- Follow safety protocols regarding cleaning chemicals and tools by using proper personal protective equipment and body mechanics
- Stand on feet for extended periods of time; walk stairs; lift up to 30 pounds

**Know How**

To successfully perform in this position, the incumbent should possess the following skills and experience:

- A high school diploma or the equivalent
- A general understanding of YMCA programs, philosophies, and values
- A basic knowledge of cleaning and housekeeping
- A basic knowledge of building and grounds maintenance
- Ability to read, write and use computer technology
- An understanding that the job is one of serving others

**Effect on End Results**

The Property Team support staff position plays an important role in the overall success of the organization by:

- Helping to provide one of the basic tools required for the organization to be successful; a safe, clean, enjoyable, and functional environment.
- Helping to influence development for the future, so that the organization may continue to be successful in the pursuit of its goals.
- Helping to present a positive image to those new to camp, to our program participants, and to those in our surrounding communities.