

Job Title: Vice President of Facilities

Position Type: Permanent Full-time

40 hours/week, Monday to Sunday & on call as needed

Salary Range: \$90,000 - \$100,000

- The posted salary range reflects a variety of experience levels and qualifications that may be considered for this position. Placement within the range will be based on the successful candidate's knowledge, skills, experience, and overall qualifications.
- Benefits include four weeks vacation per calendar year, personal days after six months, health benefits, Employee Assistance Program, and YMCA Membership.

Position Overview

The position is considered an integral component to ensuring membership growth and retention in a safe, efficient and welcoming environment. Reporting to the CEO, the VP of Facility Assets is responsible for ensuring excellence in physical plant operations including all mechanical systems and equipment and the structural integrity of the facility. The incumbent will play a leadership role in implementing YMCA standards to ensure high quality services are provided to members, volunteers and staff. This **hands-on** position is responsible for developing and leading a comprehensive preventative maintenance program, asset management program, making recommendations for refurbishment and capital projects, and providing leadership to the Maintenance and Housekeeping Department teams.

Duties

- Duties include supporting the CEO and staff team in the operation of the YMCA.
- Development of a maintenance, janitorial and housekeeping plan and coordinating the recruitment, orientation, training, and supervision of the Maintenance and Housekeeping Department staff.
- Ensures the effective and efficient operation of the building and related systems including: Electrical; Air Conditioning; Plumbing; Heating; Mechanical; Fire Alarms and Building Security; Pool Machinery and systems; fitness equipment; boilers, saunas, whirlpool; audio-visual equipment.
- Developing safety protocols such as evacuation plans, emergency measures, risk management, WHSC committees, safe chemical handling and documentation
- Develops, implements, and tracks on-going maintenance plans for all equipment
- Develops and oversees the Maintenance Department budget; authorizes and controls purchasing, maintaining effective cost controls
- Working in conjunction with the staff and volunteers to ensure YMCA Canada standards are exceeded relative to cleanliness, maintenance, safety, service and convenience.
- Models appropriate behaviours to staff in line with our Mission, Vision and Values.
- Represents the Association in a professional manner.
- Other duties as assigned.

Skills & Qualifications

- Diploma or degree in related field
- Excellent communication skills
- Minimum 5 years experience in related field
- A satisfactory criminal record/vulnerable sector check is required as a condition of employment

Competencies

- **Commitment to Organization and Values:** Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, outcomes and values of the YMCA. Articulates the uniqueness and holistic nature of the YMCA and seeks opportunities to fulfill its Mission.
- **Quality Focus:** Ensures that success criteria for self, staff and programs are set, reviewed and surpassed regularly to provide excellent service delivery.
- **Leadership:** Motivates and inspires self and others to take action to achieve desired outcomes.
- **Coaching and Development:** Commits to assisting participants, volunteers, staff, and self in continuous learning and development. Shares knowledge and experience.
- **Relationship Building:** Works proactively to develop positive relations with participants, peers and volunteers.
- **Multitasking:** Ability to handle the demands

If you would like to work in a family friendly environment, send us your cover letter and resumé by email to the attention of:

RYAN JOHNSTON, CEO
Ryan.johnston@ymcamoncton.ca
Application deadline: August 9th, 2026

We thank all candidates for their interest, however, only those selected for an interview will be contacted.

About us

At the **YMCA of Greater Moncton**, we believe in creating spaces where everyone feels welcome, supported, and empowered to shine in their own way. As a charitable organization, we've been building healthy, vibrant, and connected communities since 1870—offering programs that inspire people of all ages, abilities, and backgrounds to grow stronger in body, mind, and spirit.

We've come a long way in 150+ years! In 2020, we proudly celebrated our milestone anniversary *and* expanded our reach with a new satellite location in Moncton's North End—bringing even more opportunities to connect, belong, and thrive.

Why Join the YMCA?

When you work at the Y, you're not just starting a job—you're stepping into something bigger. You become part of a purpose-driven team, helping children, youth, adults, and families unlock their full potential. Every role at the YMCA makes an impact. Whether you're leading programs, supporting behind the scenes, or welcoming members at the front desk, your work helps light the way for others.

Be the spark that inspires change.
Be the spark that lifts up your community.
Be the spark that helps others shine.