Facilities Manager

Boys & Girls Clubs of Newport County
95 Church Street
Newport, RI 02840

Under the direction of the CEO, this position will be responsible for managing our facilities, fleet of vehicles, vendors and contractors (capital projects) and support operations of the BGC to help us meet our mission to ‘enable all youth to achieve their full potential’.

Position Type: part time (20-25 hours weekly)

Positions Available: 1

Job Requirements

• At least 2 years of experience in a similar job title
• Experience training and leading teams
• Demonstrated organizational and project management experience
• Some experience with technology – e.g. Microsoft Word, Access, Excel, Power Point, and the ability to keep accurate data for reporting purposes and to work independently/self-starter
• CPR/First Aid Certified (can complete upon hire)
• Ability to interact with public in a professional manner
• Citizenship, residency or work VISA in the United States required

Physical and Mental requirements

Demonstrate the ability to:

• Maintain a high energy level; comfortable performing multi-faceted projects in conjunction with day-to-day activities
• Ability to resolve conflict and potential crises as they arise
• Provide others with necessary, correct and timely information
• Serve as a role model by demonstrating responsible professional and ethical behavior

Job responsibilities

• Facility management – recruit, train, oversee staff; develop and execute facilities maintenance and capital plans;
• Transportation – manage our staff and fleet of vehicles, ensure inspections are completed and vehicles are safe;
• Vendor management – oversee all vendors, negotiate contracts, ensure smooth operations, efficiencies and value to BGC;
• Work closely with Program and Administrative staff to ensure facilities are maintained and fully functional;
• Manage administrative and operational processes, such as overseeing the maintenance, repair and bi-annual inventory of equipment and vehicles, usage of facility and supplies;
• Prepare and manage budgets;
• Oversee the repair of all facilities and equipment at all clubhouses and camp (in coordination with Camp Director and staff);
• Oversee submission of OSHA required documents and acts as club safety officer;
• Upon request, participate on committees/workgroups.

This position is up to 25 hours per week and pays $17-$22 hourly, depending on qualifications and experience.

Disclaimer
The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

The mission of the Boys & Girls Clubs is to inspire and enable all young people, especially those who need help most, to realize their full potential as productive, responsible and caring citizens. For nearly 60 years, the Boys & Girls Clubs of Newport County has provided quality programming and services not only to those less-advantaged children and their families but to all youth in our community. The Club is part of a nationwide movement of more than 4,000 Boys & Girls Clubs, and we provide services to more than 2400 members annually.

The Boys & Girls Clubs of Newport County offers a variety of programs for children, teens, adults and families. Programs include after school licensed child care, homework help, a teen center, summer camp, swimming lessons and aquatics, a fitness center, dance and drama, computers and technology, music and music production, and the fine arts.