



Director, Asset and Risk Management

Location: Association Services
– Kelowna Family Y

Schedule: Full-Time

Compensation: YMCA of Southern Interior BC offers a competitive compensation package and benefits program including:

- 3 weeks paid vacation
- Paid sick days
- Family responsibility days for family members
- Extended health and dental
- Membership to Y facilities for self and family
- Annual Y pension of 5% (after 2 years)

Working at the YMCA means you are part of a fun, positive working environment. At the YMCA, people are our greatest asset. We provide professional development opportunities, free trainings, and opportunities for growth and promotion. Our Leadership team is looking to fill the role of Director, Asset and Risk Management and as a member is an integral part of the Association's operations, playing a leadership role in implementing standards of service excellence to ensure the delivery of high-quality services to members and staff.

This role has the authority for the management of all YMCA facilities management, capital projects and fleet assets while also accountable for the achievement of strategic, operational, and fiscal goals and outcomes. This role is responsible for the Association's risk management and safety compliance functions.

If the following sounds like a good day at work, then this job might be for you!

- Supporting all Facilities staff and holding accountable to the delivery of high quality services for all members, participants, employees and volunteers.
- Establish and maintain timely, efficient, and regular communication within the

Facility Operations Team; in particular, the CFO, Senior Manager of Facility Operations, and the Manager of Housekeeping, in a timely manner.

- Provides leadership to and actively participate in the Asset Management team meetings.
- Recommends quality improvement ideas and implement approved changes to services.
- Develops the annual facility operations and facility/fleet capital budget while managing the approved capital and operating budget parameters.
- Maintains detailed timely and accurate financial reporting for all Capital Projects including developing, leading and implementing five-year plan utilizing sustainable environmental strategies and initiatives, preparing and revising the five year capital budget plan with a yearly review by the audit committee and approval of the Board of Directors while developing and implementing a comprehensive communication strategy for staff, volunteers, members, and participants that support all Capital Projects (before, during and after renovations).
- Completes timely, efficient, and accurate management and submission of purchase orders, visa receipts, mileage expenses, work orders, and all other relevant expenses.
- Ensure the critical customer stakeholder groups, membership, and participants, have input and feedback.
- Invite, manage, and coordinate, bidding process for Capital Projects as well as strive to minimize and limit member and participant impact through the coordination and scheduling of Capital Projects with the least amount of disruption to programs and services.
- Comply with standards and practices to meet all local and provincial codes as well as YMCA established practices (WHMIS, Building Code, Fire Code, Public Health Code, WCB, etc.).
 - Working in conjunction with the CFO, negotiate, secure, and monitor the current and future energy requirements —specifically electricity and gas— of the Association.
 - Responsible for monthly tracking and assessment of gas, electricity, water, and sewer utilities.
 - Develop an asset management environmental strategy that will reduce consumption and increase efficiency in resources, lead in creating, adapting and applying best environmental practices by creating an educated, aware, and engaged —membership, participant, staff, and volunteer— base that acts as responsible stewards of the environment.
 - Participate and support the Facility Operations service delivery and team.



- Collaboratively develop an Asset Management strategic plan that establishes service standards and key performance Indicators
- Provide support and assistance to the Manager of Facility Operations as required that includes:
 - Asset audits, preventative maintenance and repair, building rounds checklists, annual refurbishment of paint, hardwood etc.
 - Support and provide leadership with the implementation of the new facility management software program
- Lead the fleet management function of the association
- Understand and play a leadership role in the YMCA's Health and Safety program.
- Perform duties and tasks that contribute to a clean, secure, and safe environment in accordance with Serving Annual Members (SAM) Health and Safety Standards.
- Ensure urgent cleaning and maintenance issue that impact a clean, safe, and secure environment are addressed as well as maintain and ensure proper safety procedures, use of tools and equipment are enforced consistently at all times according to Operational Health and Safety and the YMCA Health & Safety program.

We'd love to hear with people with:

- Business and management training and/or education
- Current First Aid, CPR Level-C
- Valid Driver's License and vehicle
- 7-10 years directly related professional experience in financial and strategic leadership, capital planning, policy development, human resource, program and risk management, and administration.
- Demonstrated success with project management
- Demonstrated success in community collaboration and partnerships.

Competencies:

- **Commitment to Mission, Vision and Values:** Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, and values of the YMCA of Southern Interior BC.
- **Service Orientated:** Deliberately identifies and creates opportunities to enhance each and every individual's YMCA experience. Creates action plans to resolve any service gap areas.
- **Relationship Building and Collaboration:** Builds positive interactions, listens attentively, and communicates effectively to create an open communication environment. Share information, best practices, and resources with colleagues.

The YMCA's Commitment to Trust, Safety and Equality:

As part of a trusted charitable organization, you can expect to receive excellent services and safety training throughout your YMCA career. As the first step in your journey, you will be required to:

- Provide 3 references of a professional nature (Ex. employer, supervisor, colleague, teacher, coach, etc.)
- Provide a satisfactory Criminal Record Check/Vulnerable Sector Search issued no later than six (6) months preceding your start date. The YMCA will provide applicable instructions and paperwork.

The YMCA of Southern Interior BC is an equity employer and encourages applications from all individuals who may contribute to the diversity of our workplace. This includes persons with diverse abilities, persons of color and ethnicity, Indigenous persons (First Nations, Metis, and Inuit), and people of all sexual orientations and genders.

If your application results in OR you are hired, prior to your start date and as a condition of your employment, you will be required to provide proof that you are **fully vaccinated against COVID-19** or have a valid medical or religious exemption.