



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of Greater Kalamazoo Job Description

Job Title: **IT Specialist**

DOL Status: Part Time

FLSA Status: Nonexempt

Reports to: CFO

Primary Department: Support Services

Job Code: Service Worker

Job Grade:

Revision Date: April, 2021

Leadership Level: Leader

POSITION SUMMARY:

The IT Specialist will focus on responsiveness to hardware and software needs, providing workstation support, and performing routine network and computer maintenance tasks.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Assists staff with software issues, resolving these issues, and identifying root cause.
2. Sets up equipment for staff use.
3. Provides IT training to staff as needed and requested.
4. Performs minor repairs to and installs hardware, software, or peripheral equipment.
5. Evaluates hardware, software, and peripheral equipment and recommends improvement or upgrades.

QUALIFICATIONS:

1. Bachelor's degree in IT or related field is preferred, or equivalent combination of education and experience.
2. Previous professional IT experience.
3. Ability to research and implement new technologies and solutions.
4. Skilled at problem analysis/problem resolution at both a strategic and functional level.
5. Ability to instruct and train users.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

1. This work is performed primarily in a traditional office environment, but will require occasional work at various YMCA facilities other than an office.
2. Regular computer use for extended periods of time
3. Occasionally lift up to 20 pounds.
4. Reasonable accommodations will be made to enable individuals to perform the essential functions of the job.



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For more information or to apply, send your resume to Kristen in HR at klovely@kzooyimca.org, or call 269-345-9622 ext. 121.