FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA JOB DESCRIPTION

Job Title: **Building Supervisor**
FLSA Status: Non-Exempt
Status: P/T
Reports to: Membership Director

Department: Membership

Revision Date: 06/14/2023

POSITION SUMMARY:

This is a position with primary responsibility for overall supervision of the YMCA as scheduled. This responsibility includes the safety and well-being of all members and participants; monitoring of conduct and insuring respectful behavior: regulating scheduled times of facility use; and ensuring proper use of equipment.

ESSENTIAL FUNCTIONS:

1. Provide overall supervision of the facility, including any set-ups/tear-downs that may be needed.
2. Provide consistent and vigilant supervision to all members and participants, assessing the situation and intervening if necessary.
3. Insure that all members and participants demonstrate respect for self, respect for fellow members, respect for staff, and respect for facilities
4. Clear designated physical areas of children and youth at appropriate times, instructing children to phone their parents and wait for them in the lobby.
5. Remain "on the move" throughout the building during shift, being on the watch for hazardous conditions/situations, checking all areas, including outer doors and restrooms. Pass through the parking lots every 20-30 minutes and call the police if you notice any loitering.
6. Pay special attention to free-weight areas, ensuring that weights are returned to their racks at the end of the evening.
7. Understand emergency procedures and report incidents on the appropriate form at once. Call for medical assistance if necessary. Inform parents when a minor is involved.
8. Provide customer service by touring new/prospective members and responding to member needs.
9. Attend staff meetings when called by the Office Manager.
10. If unable to work scheduled shift, employee must make every effort to secure a replacement.
11. Follow proper procedures in securing the building at closing.
12. Complete annual youth abuse prevention training and other related trainings
13. Perform all other duties as assigned

YMCA COMPETENCIES:

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs.
Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations.

SIDNEY-SHELBY COUNTY YMCA
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Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.
Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

The building supervisor must be mature and able to act independently, taking the initiative to keep busy during his/her shift. The individual must be flexible and willing to pitch in where needed, whether it be the Welcome Center, straightening up the lobby, or gathering towels. The building supervisor must present a professional image at all times, wearing staff shirt and name badge when on duty, and must be willing to "take charge" should an emergency arise. Certification in CPR and First Aid is required.

WORK ENVIRONMENT & PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

SIGNATURE:

I have reviewed and understand this job description.

_____ _____

Employee's name Employee's signature Today's date: _____