



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## DUNELAND YMCA JOB DESCRIPTION

Job Title: **Building Supervisor**  
Status: **Part-Time Hourly**  
Reports to: **Membership Director**

FLSA Status: **Non-Exempt**  
Department: **Membership**  
Hourly Pay: **\$10/hour**

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### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening the community through youth development, healthy living, and social responsibility. Delivers excellent service to all members, guests, and program participants. Response to member and guest needs promotes memberships and programs and creates a welcoming environment. The Building Supervisor (in the absence of any other ranking director or coordinator) will be responsible for the overall supervision of the YMCA building and grounds. This person must supervise members, guests, staff, and volunteers to ensure that everyone follows the safety standards and policies of the YMCA. The Building Supervisor is also in charge of cleaning the building or helping the custodian if available. Free household membership is included. **Must be available nights and weekends.**

### ESSENTIAL FUNCTIONS:

1. Supervise use of property (building and grounds). This includes but is not limited to security, troubleshooting, and monitoring of use.
2. Follow emergency procedures and safety precautions. Follow procedures for reporting all accidents, incidents, and hazards.
3. Adhere to all policies, rules, and regulations as outlined in employee handbook and other communications. Obtain and maintain required training(s).
4. Accept additional assignments as deemed appropriate, within the scope of the job description.
5. Tour the facility on a regular basis and complete building checklist.
6. Provide a high level of service to members, guests, and program participants.
7. Assist in monitoring membership desk activities such as cash handling, locker distribution, merchandise inventory, and security procedures.
8. Take the lead in problem solving building situations during the work shift.
9. Serve as the point of contact with outside authorities for emergency or disturbances to operations and safety.
10. Work hands-on at the membership desk as needed.
11. Provide excellent service to members, guests, and program participants in the Y and on the phone, contributing to member retention.
12. Conduct interviews and/or tours responsive to the needs of prospective members; sells memberships.
13. Build relationships with members; facilitates members connecting with one another.
14. Handle and resolve membership concern and inform supervisor of unusual situations or unresolved issues.
15. Apply member service policies and procedures.
16. Ensure facility opening and/or closing procedures are completed thoroughly and accurately.
17. Monitor assigned areas of the facility to ensure safe, hazard-free environment.
18. Know emergency procedures and be able to demonstrate them.
19. Perform additional duties as assigned by supervisor or designated staff person.
20. Demonstrate and support the objectives of the Association as embodied in the mission statement and values.
21. Performs other duties as assigned.

## **YMCA COMPETENCIES (Leader):**

***Mission Advancement:*** Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

***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. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

***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. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

***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:**

- High school diploma or equivalent required
- Minimum age 21 preferred
- Previous supervisory experience preferred

## **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.
- Physical ability and stamina to perform the duties as outlined above, including but not limited to extended periods of sitting, standing, and walking, bending, stooping, reaching, lifting and carrying in excess of 45 pounds.
- Must be able to work during non-business hour facility rentals.

## **ABUSE RISK MANAGEMENT:**

- Adheres to policies related to boundaries with youth.
- Attends required abuse risk management training.
- Reports suspicious and inappropriate behaviors.
- Follows mandated abuse reporting requirements.
- Adheres to job specific abuse risk management responsibilities.
- Ensures unused rooms and closets remain locked; routinely monitors high-risk locations (locker-rooms and bathrooms), etc.

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification and subject to reasonable accommodation. This is not intended to be used as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. This document does not create an employment contract, implied or otherwise, other than "at will" employment relationship.

The signature indicates that you have read and understand the job description provided for the position.

_____	_____	_____	_____
Employee Name (Printed)	Date	Employee Signature	Date
		_____	_____
		Supervisor Signature	Date