



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **Building Supervisor**

Leadership Level: Leader

Status: Part-time

Reports to: Director of Facilities

Pay Range: \$16-\$18/hr

FLSA Status: Non-Exempt

Department: Facilities

Revision Date: 10/7/21

POSITION SUMMARY:

Position is responsible for the safety of staff, members and guests of the YMCA. The building supervisor will ensure that all YMCA rules, policies and procedures are understood and followed. Communicate effectively with the Director of Facilities, Department Directors, staff and members. Must be very reliable, self-motivated and a good role model. Adheres to YMCA's core values of caring, honesty, respect, and responsibility.

Duties include, but are not limited to: visual monitoring of facility – both internally & externally, resolving differences between members and/or staff, conducting building tours, leading facility in emergency situations, providing support to all program areas as needed, securing the facility at the end of the shift and/or day.

Work Shifts: Monday – Friday 6:00-9:30pm; potential for holiday hours

ESSENTIAL FUNCTIONS:

- Provide a high level of service to members, potential members, guests, children, and program participants.
- Fully knowledgeable of the daily building functions and program operations.
- Responsible for handling discipline situations concerning both youth and adults. Teach and warn persons of rule infractions and evict violators from the building as necessary.
- A rotation of the entire building must be done every 30 minutes (including parking lot during warmer months). This includes monitoring all bathrooms and locker rooms and signing off on the security sheets.
- Must be stationed in a visible area when not moving throughout the building checking all doors to ensure they are locked, inspecting, gyms, stairwells, lower levels, etc.
- Recognize lack of quality customer service, and respond to it immediately.
- Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
- Diligently monitor facility for safety and service interventions; serve as first responder.
- High level of understanding and the ability to operate the various areas of building security and overall building functionality.
- Provide hands-on assistance to each department as needed.
- Other duties as assigned.

LEADERSHIP COMPETENCIES:

Advancing Our Mission & Cause: Engaging Community, Volunteerism, Philanthropy, Change Leadership

Building Relationships: Collaboration, Communication & Influence, Inclusion

Leading Operations: Critical Thinking & Decision Making, Fiscal Management, Functional Expertise, Innovation, Program/Project Management

Developing & Inspiring People: Developing Self & Others, Emotional Maturity

QUALIFICATIONS:

- Must be at least 21 years of age.
- High School Degree or equivalent.
- Certifications: (must obtain within 60 days of hire) CPR, AED, First Aid, Blood Borne Pathogens, Child Abuse Prevention
- Must be able to demonstrate an advanced level of conflict resolution.
- Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Ability to work fluctuating shifts which include weekday evenings, weekends and holidays.
- Ability to walk, stand and sit for long period of time.
- Be able to lift and carry items weighing up to 20 lbs.
- Ability to work in various temperatures with various noise levels.
- Visual and auditory ability to respond to critical situations and physical ability to act in case of emergencies.