



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

DUNELAND FAMILY YMCA JOB DESCRIPTION

Job Title: **Building Supervisor**

FLSA Status: **Non-Exempt**

Status: **Part-Time Hourly**

Pay: **\$10 / hour**

Reports to: **Membership Director**

Revision Date: **October 26, 2021**

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. The Building Supervisor will be responsible for the effective and efficient operation of the branch during evening and weekend hours. Delivers excellent service to all members and guests.

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.
3. Follow procedures for reporting all accidents, incidents, and hazards.
4. Adhere to all policies, rules, and regulations as outlined in employee handbook and other communications.
5. Obtain and maintain required training(s).
6. Accept additional assignments as deemed appropriate, within the scope of the job description.
7. Tour the facility on a regular basis and complete building checklist.
8. Provide a high level of service to members, guests, and program participants.
9. Assist in monitoring membership desk activities such as cash handling, locker distribution, merchandise inventory, and security procedures.
10. Take the lead in problem solving building situations during the work shift.
11. Serve as the point of contact with outside authorities for emergency or disturbances to operations and safety.
12. Work hands-on at the membership desk as needed.
13. Provide excellent service to members, guests, and program participants in the Y and on the phone, contributing to member retention.
14. Conduct interviews and/or tours responsive to the needs of prospective members; sells memberships.
15. Build relationships with members; facilitates members connecting with one another.
16. Handle and resolve membership concern and inform supervisor of unusual situations or unresolved issues.
17. Apply member service policies and procedures.
18. Ensure facility opening and/or closing procedures are completed thoroughly and accurately.
19. Monitor assigned areas of the facility to ensure safe, hazard-free environment.
20. Know emergency procedures and be able to demonstrate them.
21. Perform additional duties as assigned by supervisor or designated staff person.
22. Demonstrate and support the objectives of the Association as embodied in the mission statement and values.
23. Performs other duties as assigned.
24. Adheres to all branch/department policies and procedures related to safety and code of conduct.
25. Maintain current knowledge of emergency procedures for the facility and act responsibly in emergencies.
26. Actively patrol all areas of the YMCA and record times and observations at designated checkpoints. Complete the Building Supervisor report.

DUNELAND FAMILY YMCA

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27. Ensures safety of staff, members or volunteers when entering or exiting the facility. May entail walking staff, member or volunteers to their cars.
28. Complete and be accountable for all accident/incident reports. Reports must be accurate, consistent and must be submitted to appropriate supervisor. Communicate all accident and discipline situations (corrective counseling form). If severity of the accident/incident warrants immediate attention, contact via pagers or phone the appropriate professional staff member.
29. Conduct building tours for prospective members and answer all questions.
30. Secure the entire facility before leaving at night, ensuring that appropriate lights, windows and doors are closed. Adhere to the building hours and the closing after members have had appropriate time to exit the building.
31. Remain accessible through established communications systems at all times during shift.
32. Ensure care and cleanliness of the facility, reporting any maintenance concerns. Perform light housekeeping such as mopping, vacuuming and window washing.
33. Assume all other responsibilities as deemed necessary or assigned

YMCA COMPETENCIES (LEADER):

Mission Advancement: Accepts and demonstrates the Y's 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.

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.



ABUSE RISK MANAGEMENT:

- Follows staff screening requirements and uses screening instruments to screen for abuse risk.
- Provides staff with on-going supervision and training related to abuse risk.
- Provides staff with regular feedback regarding their boundaries with youth.
- Requires staff to adhere to policies and procedures related to abuse risk.
- Responds quickly to policy and procedure violations using the organization's progressive disciplinary procedures.
- Responds seriously and confidently to reports of suspicious and inappropriate behaviors.
- Follows mandated reporting requirements.
- Communicates to all staff the organization's commitment to protect their youth from abuse.
- Reports essential abuse risk management information to the board of directors

QUALIFICATIONS:

1. Minimum 18 years of age required.
2. Previous experience working with children in a developmental setting preferred.
3. Previous experience with diverse populations preferred.
4. Ability to develop positive, authentic relationships with people from different backgrounds preferred.
5. Reliable transportation required.

REQUIRED TRAININGS AND CERTIFICATIONS:

1. New Employee Orientation, within 30 days of hire.
2. Universal Precautions, within 30 days of hire.
3. Child Abuse Prevention, within 30 days of hire.
4. CPR/First Aid, within 30 days of hire.
5. First Aid, Blood borne Pathogens, and Child Abuse prevention training prior to direct contact with children.

WORK ENVIRONMENT AND 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. 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 up to 50 pounds. Ability to plan, lead and participate in activities.

ABUSE RISK MANAGEMENT:

1. Adheres to policies related to boundaries with youth.
2. Attends required abuse risk management training.
3. Reports suspicious and inappropriate behaviors.
4. Follows mandated abuse reporting requirements.
5. Adheres to job specific abuse risk management responsibilities.



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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)

Employee Signature

Date

Supervisor Signature

Date

The Duneland Family YMCA instills the values of caring, honesty, respect, and responsibility through programs and services that build a healthy spirit, mind, and body for all.