



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

YMCA OF NORTH CENTAL OHIO

Job Title: **Building Supervisor**

Job Location: **Mansfield Branch**

FLSA Status: **Non- exempt**

Job Code: **002012**

Reports to: Membership Director

Revision Date: **08/28/2024**

Leadership Level: Leader

Primary Function/Department: 02

POSITION SUMMARY:

Under the supervision of the Membership Director, the Building Supervisor provides leadership and direction for the staff during the evening and weekend hours. The Building Supervisor will act as a liaison between the department supervisors and employees to ensure that programs, staff and members experience a positive and welcoming environment.

ESSENTIAL FUNCTIONS:

1. Ensures correct and proper procedures are being followed by all staff on duty
2. Checks that staff members are in their correct locations
3. Assists with member issues, questions and concerns
4. Follows appropriate safety guidelines
5. Assists in emergency situations ensuring paperwork is filled out correctly
6. Proactively solves problems
7. Monitors facility to make sure all members and guests are adhering to code of conduct & rules
8. Helps monitor visitors to the facility , ensuring they have been checked in at the WC
9. Conducts tours of the facility for prospective members and guests
10. Guides new members to their desired activities and areas
11. Remains knowledgeable of member information and programs
12. Provides light cleaning duties if necessary
13. Performs light maintenance duties, if necessary and completes maintenance request forms
14. Communicates to direct supervisor any concerns or incidents that may need follow-up
15. Is familiar with member information as outlined in the new member handbook.
16. Performs other duties and 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:

1. Minimum age of 18.
2. Certifications: CPR, AED, Basic First Aid certification.
3. Ability to maintain certification-level of physical and mental readiness.
4. High School Diploma or GED

PHYSICAL DEMANDS:

The physical demands 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 stand, walk, talk or hear. The employee is occasionally required to sit. The employee must occasionally lift and or move up to 50 pounds.

AGREEMENT:

I have read the job description and the principle activities it outlines and accept the terms of employment outlined for the Building Supervisor Position with the YMCA of NCO.

Building Supervisor

Date

Membership Director

Date