

## YMCA of Vincennes Job Description

**Position: Building Supervisor**

FLSA Type: Non-Exempt

Reports To: Membership Director

Function:

Responsible for supervision at the Y in the absence of a Director. Ensures safety, security, member relations, facility cleanliness and orderly flow of operations.

Qualifications:

Ability to effectively lead staff and communicate with all. Must demonstrate sound judgment and initiative. Certified in CPR, AED and First Aid. Requires recommendation from a YMCA Director and completion of an orientation. Requires a high school diploma or equivalent, and at least 18 years of age.

Principle Job Activities:

1. Monitors security procedures and facility operations throughout shift.
2. Ensures staff at assigned posts and reports any discrepancies to the proper Director.
3. Backs up the front desk and other department staff as needed.
4. Builds relationships with members, program participants, staff, volunteers and guests.
5. Warmly greets the public, places them first, provides tours and accurately answers questions.
6. Ensures current knowledge of programs, events, policies, procedures and YMCA news.
7. Serves as the first point of contact for all member service concerns; follows up with the proper Director.
8. Responds to emergency situations in accordance with YMCA policies and procedures. Completes incident and accident reports as required.
9. Follows prescribed opening and closing protocol. Completes evening shut down checklist. Tracks master keys.
10. Takes responsibility for equipment and supplies. Reports any maintenance and/or supply needs to the appropriate Director.
11. Upholds all YMCA policies, procedures, standards and code of conduct.
12. Fulfills any functions designated by the CEO and YMCA Directors for the betterment of the program and the ability of the YMCA of Vincennes to meet its mission

Effect on End Result:

This position ensures that the YMCA of Vincennes provides a friendly, safe and orderly environment to fully support the YMCA mission.

*I understand and accept that the above description represents my agreement as to the job to be performed.*

Signature \_\_\_\_\_

Date \_\_\_\_\_



Revised October 13, 2012