

## **Building Supervisor**

### **Position Summary**

The Building Supervisor is responsible for monitoring and securing the safety of the YMCA facilities ensuring members and guests receive exceptional customer service. The incumbent conducts walk-throughs and patrols the facility to preserve order and protect property. The incumbent may assist in other department duties and respond to member inquiries and concerns.

### **Functional Expertise**

- Tour the facility on a regular basis and complete building checklist
- Provide a high level of service to our members, guests, and program participants
- Assist in other departments when needed
- Take the lead in problem solving building situations during the work shift
- Warn persons of rule infractions and evict violators from the building as necessary
- Serve as the point of contact with outside authorities for emergency or disturbances to operations and safety
- Janitorial duties as needed
- Must exhibit the four disciplines of a Cause-driven Leader
- Opening and closing of the YMCA building according to established procedures. Opening, balancing, and cashing out your own cash drawer at the end of the shift
- Report to work on time with a positive, friendly attitude wearing professional attire/uniform and name badge
- Respond to safety and emergency situations
- Other duties, as assigned.
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### **Qualifications-- Required**

- Computer skills
- Must be 17
- Pass drug screen; Clearances (Child abuse, criminal background, and fingerprint)
- Reliable transportation

### **Physical Requirements**

- Stand for prolonged periods of time

## Cause Driven Leadership® Competencies

- **Advancing Our Mission and Cause:** Provide visionary leadership to the organization and to ensure that all resources are mobilized to adapt to new challenges and needs in the community
- **Building Relationships:** Connect people to the Y's cause by developing inclusive relationships, partnerships and collaborations so that the Y's can co-create solutions to pressing social needs
- **Leading Operations:** Ensure relevance, effectiveness, and sustainability of the organization so that we can continue to fulfill our promise to the community
- **Developing & Inspiring People:** Support the holistic development of self and others so that everyone can embrace the Y's cause, sustain the Y's culture, and inspire others to take individual and collective action to further our impact

Sign: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_