



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BUILDING SUPERVISOR

Job Title: Building Supervisor

Reports To: Executive Director

Job Type: Part-Time

Shift:

Salary Range: \$8.00/hour

Benefits: Free adult membership or 50% off family membership, 50% off most programs

POSITION SUMMARY:

Operating within the policies, procedures, and practices of the Crossroads YMCA, this position is responsible for the supervision and monitoring of the facility in the absence of a full-time director. Assists staff, members, and guests with questions and concerns and take the lead in handling all emergency situations in the absence of a full-time director.

ESSENTIAL FUNCTIONS:

1. Supervise activity of staff, members, and guests in the facility.
2. Monitor facility to ensure safe, hazard-free environment.
3. Provide direction, guidance and rule enforcement for members and guests.
4. Ensure policies and procedures are being followed by staff as set forth by their direct supervisor.
5. Know emergency procedures and be able to demonstrate them.
6. Respond to and handle all emergency situations according to procedures.
7. Respond to staff, member, and guest questions and concerns.
8. Knowledge of all part-time staff job duties
9. Conduct facility tours as needed
10. Performs additional duties as assigned by supervisor.
11. Demonstrate and support the objectives of the Association as embodied in the mission statement and values.

JOB REQUIREMENTS:

1. Must be at least 21 years of age
2. One year previous supervision experience
3. General computer knowledge
4. Ability to perform basic cash handling skills
5. Completion of high school or equivalent
6. Ability to adapt to changing working conditions
7. Ability to simultaneously manage a variety of tasks
8. Ability to remain alert at all times
9. Ability to work with minimal to no supervision
10. Attend trainings and/or courses as required by the YMCA

JOB EXPECTATIONS:

All Building Supervisors are expected to act in a manner in line with YMCA values and within the confines of the information listed above. Anyone found not acting in these manners will receive disciplinary measures up to and including verbal warnings, documented infractions, and/or termination.

WORK ENVIRONMENT & 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to perform all physical aspects of the position, including walking, standing, bending, reaching, and lifting.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. 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.

TO APPLY

To apply for this position, send a completed application with a current resume to Jimmy Gonzales at the Hammond Family YMCA, 7322 Southeastern Ave, Hammond, IN 46324 or via email at jgonzales@cymca.org.