



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA OF NORTH CENTRAL OHIO

Job Title: Building Supervisor

Job Location: Shelby Branch

FLSA Status: Non-exempt

Job Code:

Reports to: Membership Director

Revision Date: 12/9/21

Leadership Level:

Primary Function/Department: Membership

### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Provides leadership, instruction and motivation for students at the Y, while maintaining order and supervision of students while utilizing YMCA facility. Provides a quality experience for participants and caregivers.

### 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.

### ESSENTIAL FUNCTIONS:

1. Builds effective, authentic relationships with students and members; helps them connect with each other and the YMCA.
2. Maintains order and structure while students are utilizing the YMCA facilities.
3. Supervises all student activities and programs and ensures safe appropriate use of equipment and YMCA property.
4. Moves throughout the building regularly keeping a close watch on all visitors to the facility.
5. Maintains records as required (i.e. Incident Reports, etc.).
6. Attends staff meetings and trainings as scheduled.
7. Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
8. Organizes and puts away needed class equipment. Reports damaged equipment.
9. Ability to demonstrate skills as required



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### **LEADERSHIP COMPETENCIES:**

***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.

### **QUALIFICATIONS:**

- Within 30 days of hire, completion of Child Abuse Prevention, CPR, First Aid, AED, and Bloodborne Pathogens training.
- At least 16 years of age.
- One to two years related experience preferred.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

### **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.
- The employee needs sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.
- Reliable Transportation required.
- The employee frequently is required to walk, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.



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**AGREEMENT:**

This job description is not an expressed or implied contract. The YMCA of North Central Ohio reserves the right to change this job description as necessary.

Having read and understood my job description, I accept the position of Building Supervisor for the YMCA of North Central Ohio.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_