



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## **BUILDING SUPERVISOR**

**Position Summary:** This position is responsible for implementing the YMCA rules, policies and safety procedures within the facility. This position is a closing shift, typically mid-afternoon to close through the week, plus some weekends.

- Previous customer service experience preferred.
- Excellent interpersonal and problem-solving skills required, plus the ability to effectively address issues and enforce guidelines in an assertive, yet professional and courteous manner.
- Candidate should also have the ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Basic knowledge of computers is also helpful.
- CPR Certification helpful.

### **Position Specific Responsibilities:**

- Is a visible presence at the facility observing and taking action regarding inappropriate activity within the building, in the parking lots and "green spaces" belonging to the Y.
- Walks through building and monitors activity in all areas. Assists members and staff as needed.
- Provides tours to new or potential members. Promotes YMCA membership and programs.
- Contacts the Membership Coordinator if prospective members have questions on membership opportunities or a facility tour.
- Interacts with and builds relationships with members and guests.
- Welcomes members and guests with a smile and provides excellent customer service by responding to questions and concerns.
- Acknowledges members needs and provides effective and efficient solutions.
- Provides security for the YMCA, ensuring the safety of members and guests while at the YMCA.
- Clearing activity areas to avoid potential hazards.
- Securing all doors (offices, emergency exits, main doors, fire alarms, etc.).
- Responding to situations with the possibility of removing members or non-members who act inappropriately, threaten or present a danger to others.
- Understands all emergency procedures, acts responsibly during emergency situations, and completes appropriate incident reports.
- Reports any maintenance or repairs needed to the property manager or operations director.

This position could be a part time or full-time position. We offer competitive wages, commensurate with experience. If full time, benefits include membership, childcare discount, vacation, personal days and a generous retirement plan, as well as health, dental, vision, life and short- and long-term disability insurance.

Submit application in person at 301 Wagner Avenue, Greenville, Ohio 45331, or email to Sam Casalano, CEO, at [scasalano@ymcadarkecounty.org](mailto:scasalano@ymcadarkecounty.org)