



# GREATER JOLIET AREA YMCA JOB DESCRIPTION

TITLE: **Building Supervisor**  
JOB NUMBER: **21-262**

DATE: **4/6/11**  
LOCATION: **Avery**

## POSITION DESCRIPTION

Responsible for the supervision of staff, members and guests of the YMCA to assure that all YMCA rules, policies and procedures are understood and followed. This includes shoveling and or salting the YMCA property during inclement weather.

Responsible for set-up and take down of equipment; handing out supplies and sale of vending items. As needed, assist with reception desk, fitness areas, cleaning staff and program areas. Must be responsible for securing the facility at the end of the event.

## EDUCATION / SPECIAL TRAINING / CERTIFICATION REQUIREMENTS

- High School Diploma
- CPR / AED Certification within 30 days
- First Aid Certification within 30 days
- Code of Conduct Review with Supervisor
- New Staff Orientation and Child Abuse Prevention Training within 60 days

## ADDITIONAL REQUIREMENTS

**If you do not believe you can meet any one or more of the requirements DO NOT SIGN this page. Please ask staff if special accommodations can be arranged.**

- Speak clearly and loudly (Warn of Danger)
- Read/Write English
- 20/20 with or w/o lenses
- Sense of Smell (smoke, chemicals, etc)
- Walk/Climb/Balance including climbing stairs over 30ft
- Lift over 50lbs.
- Work in chlorine areas
- Work in various temperatures (cold/high humidity)
- Work in Air/Non-Air Conditioning
- Ability to make good judgment and decisions
- Operate standard office equipment (computer, phones, copies, video/electronic, etc)
- Work with noise over 50 decibels
- Must type at least 20 words per minute
- Work with children younger and older than 6 years of age and with Senior Citizens
- Ability to direct/plan activities of others
- Ability to influence others
- Ability to work effectively under stress and specific instructions

\_\_\_\_\_  
*Applicants Name (printed)*

\_\_\_\_\_  
*Date*

I have read and understand this position description and believe I am capable and qualified to handle the position as presented.

*Signature:* \_\_\_\_\_