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FOR HEALTHY LIVING  
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# JOB POSTING BUILDING SUPERVISOR

**Job Title:** Building Supervisor - Griffith Branch

**Reports To:** Executive Director

**Job Type:** Part-Time

**Shift:** Monday-Friday, 4:45am-8:00am

**Salary Range:** \$8.00/hour

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

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## 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 and the staff, members, and guests in the facility. Assists staff, members, and guests with questions and concerns and take the lead in handling all emergency situations.

## ESSENTIAL FUNCTIONS:

1. Supervise activity of staff, members, and guests in the facility.
2. Complete transactions for child care payments at the Welcome Center.
2. Monitor facility to ensure safe, hazard-free environment.
3. Provide direction, guidance and rule enforcement for staff, members, and guests.
4. Know emergency procedures and be able to demonstrate them.
5. Respond to and handle all emergency situations according to procedures.
6. Respond to staff, member, and guest questions and concerns.
7. Performs additional duties as assigned by supervisor or designated staff person.
8. 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 perform moderate physical activity
7. Ability to adapt to changing working conditions
8. Ability to conduct facility tours as needed
9. Ability to simultaneously manage a variety of tasks
10. Ability to remain alert at all times
11. Knowledge of all part-time staff job duties
12. Ability to work with minimal supervision
13. Attend trainings and/or courses as required by the YMCA

Please submit a cover letter, resume and at least 3 professional references to [czurbriggen@cymca.org](mailto:czurbriggen@cymca.org).