



## HOPKINS COUNTY FAMILY YMCA JOB DESCRIPTION

<b>TITLE:</b>	Building Monitor	<b>DEPARTMENT:</b>	Membership
<b>HOURS:</b>	9-20 hours/week	<b>DIRECT SUPERVISOR:</b>	COO
<b>DATE EFFECTIVE:</b>	August 1, 2021		

**POSITION SUMMARY:** Under the direction of the Chief Operating Officer, and consistent with the Christian Mission of the YMCA, the Building Monitor is responsible for duties assigned by the COO. The position is responsible for the highest level of safety and security to Hopkins County Family YMCA members, program participants and staff. The Building Monitor will be instrumental in ensuring the facility is a safe environment for all and provide support for staff making sure all policies and procedures are being met by program participants. Greets everyone by using names whenever possible; extends thanks whenever appropriate; makes relationship building the number one priority at all times.

**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:**

- Contribute to the overall YMCA mission of healthy living, youth development and social responsibility.
- Greets members, participants, staff and general public in a friendly and courteous manner.
- Enforces YMCA policies and guidelines for the gym, weight room, cardio room, Intergen Room, and other areas of the facility in a courteous manner.
- Responds to needs and questions with accurate information.
- Handles complaints in a friendly and courteous manner.
- Notifies appropriate staff of any unsafe conditions, complaints, needed repairs, incidents or accidents immediately.
- Conducts tours and educates members and potential members on services, programs, events and volunteer opportunities.
- Knowledgeable and proficient in all procedures for programs, special events, facility hours, membership and emergency procedures.
- Handles emergencies as they arise in a prompt and professional manner.

- Assists with facility access and answering phones during peak periods.
- Ensures the proper doors are locked and secured during shift.
- Continuously rotates throughout the facility to ensure member safety and facility operations.
- Ensures that all walkways and pathways are clear and passable.
- Assists members, program participants and general public as needed including assisting with fitness equipment.
- Conducts all opening and closing procedures as needed.
- Writes and helps maintain a log of incidents.
- Completes cleaning checklist at each shift as needed.
- Attend all required training and meetings.
- All other duties as assigned by the **Chief Operating Officer**.

**QUALIFICATIONS: Education and Certifications**

- Remain alert, with no lapses of consciousness.
- Communicate verbally including clear and understandable speech and good voice projection.
- Ability to make independent and sound decisions in a fast-paced environment.
- Ability to work with a diverse group of people in a friendly and consistent manner.
- Ability to obtain and maintain: First Aid/CPR/AED.

**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 is regularly required to stand and walk for long periods of time, to talk and hear, to lift and/or move up to 50 pounds, to climb or balance, to stoop, kneel, crouch, or crawl, occasional bending or squatting. The incumbent is required to use hands to finger, handle, or feel objects, tools, or controls. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Also required is frequent hearing and talking, in person and on the telephone.

This description is a summary of the functions of this position. Other duties may be assigned as needed. The YMCA reserves the right to review and adjust this job description as business needs dictate.