



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

POCONO FAMILY YMCA JOB DESCRIPTION

Job Title: **Manager on Duty**

Status: Part Time

Reports to: Director of Social Responsibility

Department: Administration

Revision Date: 5/1/17

POSITION SUMMARY:

This position supports the work of the Y, a leading non-profit committed to strengthening community through youth development, healthy living and social responsibility. Serves as building security and directs all facets of member service in the absence of supervisory level staff.

ESSENTIAL FUNCTIONS:

1. Provides overall coordination of planned facility activities as well as maintains sense of order throughout the facility.
2. Assists the Member Service Team in new member intake and tours providing a family-friendly atmosphere and sharing the YMCA story.
3. Conducts facility and grounds "walk-throughs" minimally each hour while on duty to ensure the safety of all members, staff and the proper functioning of the physical plant.
4. Ensures all mechanical systems and equipment are in working order and reports any that need repair immediately to the Facilities Director.
5. Handles all emergency situations in the building with the assistance of staff on duty at the time of the incident. Completes reports specific to said incidents.
6. Participates in the YMCA's fundraising campaign.
7. Completes a daily report regarding the state of the building and any notable events.
8. Performs other duties as assigned and in accordance with the Chart of Work.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Cultivates relationships to support fund-raising.

Collaboration: Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience.

Operational Effectiveness: Provides others with frameworks for making decisions. Develops plans and manages best practices through engagement of team.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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:

1. Bachelor's degree preferred.
2. One to two years of experience in facility management and member service preferred.
3. Skills in supervision.
4. Prior to or within 30 days of hire include must complete Child Abuse Prevention; CPR; First Aid; AED; Bloodborne Pathogens.
5. Familiarity with computers helpful.

6. Ability to respond to safety and emergency situations.

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.

- While performing the duties of this job, the employee is often required to: climb stairs, sit, stand for an extended period of time, walk and lift.
- The work is performed both indoors and out.

SELF-MOTIVATION & INNOVATION:

To be able to accomplish the goals set forth in this job description, the incumbent will need to possess a *will to succeed*. "What can I do to advance the Y and help it become more successful?" should be the mind-set. The heart of the position will be the ability to look past "what is" and to see "what can/should be". A high level of self-motivation and innovation/creativity is required to be successful at this position.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____