



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

OPEN POSITION ANNOUNCEMENT

- Position:** **Building Supervisor - PT**
- Locations:** Rite Hite YMCA (9250 N. Green Bay Rd., Brown Deer, WI)
- Hours:** 12-15 hours/week, Friday – Sunday Evenings
- Reports to:** Member Engagement Director
- Wage Range:** \$12.75 per hour

Major Responsibilities:

- Ensures that daily care of members is a key priority by providing center supervision, leadership, support and direction to center staff and guests.
- Facilitate prospective member tours as needed.
- Collaborate with Center Leadership and staff to ensure excellence and consistency in security and prompt service through daily care of members, program participants and volunteers.
- Diligently monitor facility for safety and service interventions; serve as first responder.
- Perform light housekeeping and maintenance as necessary.
- Maintain and evaluate safety protocol and communicate with Member Engagement Director regarding systematic approaches for continual improvement.
- Responsible for strict adherence to all Center policies and procedures with particular attention on safety and professional conduct.

Qualifications:

- Must be 21 or older with a high school education or equivalent
- Minimum 2 years demonstrated experience in active listening, critical thinking, social perceptiveness, and judgment and independent decision making and customer service
- Must be able to stand and walk a minimum of 5 hours; including frequent stair climbing
- Must be able to ensure essential duties are performed within Y and on Y property including parking lot, year round
- Must be able to lift up to 50 pounds
- Must be able to gain and maintain and administer CPR for the professional rescuer, AED, 02, and First Aid
- Must be able to remain calm under pressure; resolve conflict professionally
- Ability to direct and coordinate emergency procedures
- Proven ability to display initiative, good judgment and ability to make decisions independently
- Demonstrated written and verbal communication skills; ability to communicate and relate to all age groups and backgrounds
- High level of knowledge and demonstrated competence in the areas of safety and guest relations
- Proven ability to display initiative, good judgment and ability to make decisions independently
- Role model a friendly, outgoing personality

Benefits:

Excellent benefits include a free individual membership, discounted YMCA child care and other programs. The incumbent will exhibit the core values of caring, honesty, respect, and responsibility in all aspects of their work with the YMCA

Deadline: **August 28, 2017**

Apply Online: <https://apply.ymcamke.org>