



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ATHENS-MCMINN FAMILY YMCA JOB DESCRIPTION

Job Title: **Evening/Weekend Facilities Manager**
FLSA Status: **Non-Exempt**
Status: **Part-Time**
Reports to: **Director of Program & System Operations**

Job Code: n/a
Job Grade: n/a
Department: **Facilities**
Revision Date: **09.26.2019**

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. The Evening/Weekend Facilities Manager is the on-site staff member responsible for overseeing member activity, program logistics, and facility condition. The Evening/Weekend Facilities Manager holds limited authoritative powers in the absence of a YMCA Director. The Evening Facilities Manager works in conjunction with the Welcome Center staff to effectively manage the YMCA during the evening and weekend hours of operation actively monitoring every area of the facility.

ESSENTIAL FUNCTIONS:

1. Enforcing YMCA rules specific to each facility space
2. Overall cleanliness of each facility space
3. Providing support to the YMCA Front Desk Staff
4. Assisting program instructors with setup/breakdown
5. Providing informative tours to prospective members
6. Addressing liability issues within the facility
7. Monitoring equipment usage and treatment
8. Closing the facility at the end of business hours
9. Opening the facility at the beginning of business hours (when applicable)

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. 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. High school graduate or equivalent.
2. Previous experience working in a janitorial role.
3. Experience preferred in one or more of the following areas: janitorial work; facility maintenance.
4. At least 21 years of age.
5. Must be willing to work nights (4pm – 9:30pm) and weekends.
6. Previous experience with diverse populations preferred.

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.
- Ability to plan, lead and participate in a range of activities in a variety of outdoor/indoor settings.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____