



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## ATHENS-MCMINN FAMILY YMCA JOB DESCRIPTION

Job Title: **Facilities Specialist/Manager-on-Duty**  
FLSA Status: **Non-Exempt**  
Status: **Part-time**  
Reports to: **Facilities Coordinator**

Job Code: **P09**  
Hours: **Minimum 5 hours per week**  
Department: **Building & Services**  
Revision Date: **03/09/2026**

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### POSITION SUMMARY

The Facilities Specialist/Manager-on-Duty is the on-site staff member responsible for overseeing facility condition, member activity and program logistics. This position holds limited authoritative powers in the absence of a YMCA Director and works in conjunction with the YMCA Front Desk Staff to effectively manage the YMCA during the evening hours of operation by actively monitoring every area of the facility. In addition, every position in the Athens-McMinn Family YMCA is responsible for upholding the Christian principles that are central to our mission by modeling behaviors that exemplify the Y's core values - caring, honesty, respect and responsibility.

### CORE FUNCTIONS:

- Overall cleanliness of public areas.
- Provide support to the YMCA Front Desk Staff.
- Assist program instructors with setup/breakdown.
- Provide informative tours to prospective members.
- Address liability issues within the facility.
- Monitor equipment usage and treatment.
- Close the facility at the end of business hours.
- Enforce YMCA rules specific to each facility space.
- Attend staff meetings and trainings as scheduled, including abuse prevention training.
- Reports for duty in professional and timely manner.
- Follows all Y policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
- Adhere to policies related to boundaries with consumers.
- Adhere to procedures related to managing high-risk activities and supervising consumers.
- Report suspicious or inappropriate behaviors and policy violations.
- Follow mandated abuse reporting requirements.
- Other duties may be assigned.

### WORK SCHEDULE:

The part-time work schedule may vary based on the facility's hours of operation. This position will routinely be scheduled for the following shifts:

Monday-Friday 4:00PM-9:30PM    Saturday 8:00AM-5:00PM    Sunday 1:00PM-5:00PM

## REQUIREMENTS

### **EDUCATION AND/OR EXPERIENCE**

High School graduate or equivalent, at least 18 years of age. Experience preferred in one or more of the following areas: janitorial work, facility maintenance. Experience preferred working with diverse populations.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or scheduled form.

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee is regularly exposed to wet and /or humid conditions. The employee is occasionally exposed to fumes or airborne particles, extreme cold, and extreme heat. The noise level in the work environment is usually moderately loud.

### **MATHEMATICAL SKILLS**

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

### **PHYSICAL DEMANDS**

May be required to stand, use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit and climb or balance. Occasionally required to walk; stoop, kneel, crouch, or crawl; and smell. Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception, and ability to adjust focus. Ability to lift up to 50lbs.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization. Must be able to project voice across distance in normal and loud situations.

### **CERTIFICATES, LICENSES, COURSES**

- Current CPR or higher; required upon hire.
- New Employee Orientation; required to start work, provided by the Y.
- Additional training, licenses, and courses may be required throughout employment.

### **SIGNATURE**

I have reviewed and understand the job description for this position.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_