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AVAILABLE POSITION: COORDINATOR OF BUILDING MANAGERS

Apply directly to: Director of Membership Services, Jennifer Dickey at jdickey@mtrymca.org

Hours per pay period: 50 (Monday through Friday 5pm to 10pm)

POSITION SUMMARY:

During their shift the Coordinator of Building Managers will deliver excellent customer service to all members and guests, and be responsible for the overall supervision of YMCA building and grounds. This person must be able to supervise staff and volunteers making sure that everyone follows safety standards and the policies of the YMCA. This position oversees the building management staff and reports to the Membership Director.

ESSENTIAL FUNCTIONS:

1. Create a welcoming atmosphere for all members and guests.
2. Must have the skills, knowledge, and genuine willingness to assume a visible presence in the facility
3. Have effective interviewing skills with prospective members that build relationships resulting in increased membership enrollment.
4. Effectively explain membership benefits, program enrollment to new members and give facility tours.
5. Provide experienced shift leadership for all staff and volunteers along with frontline services demonstrating good communication and problem-solving skills.
6. Promote facility policies and require suitable conduct from participants at all times.
7. Create a safe, clean and well maintained environment for all, and report any problems to the Membership Services Director.
8. Distribute first-aid supplies as needed; follow established YMCA policy and guidelines in the event of accident or injury

QUALIFICATIONS:

1. Two years of college preferred.
2. Efficient computer skills.
3. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
4. CPR, First Aid and AED certified.
5. Ability to respond to safety and emergency situations.