



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ALEXANDRIA AREA YMCA JOB DESCRIPTION

Job Title: **Manager on Duty**
FLSA Status: Non-Exempt
Reports to: Membership Coordinator
Revision Date: November 2020

POSITION SUMMARY:

This person is responsible for the operations and supervision of YMCA facilities including basic building maintenance, staff supervision, and member and guest services.

ESSENTIAL FUNCTIONS:

1. Provides overall supervision of YMCA facilities, staff, members and guests in the absence of management staff. Ensures that all members, guests and staff follow the YMCA Code of Conduct.
2. Ability to respond to safety and emergency situations, using crisis management plan, and following up with a detailed accident/incident report.
3. Works with outside agencies when necessary, to ensure proper performance and operation of all mechanical and building systems.
4. Provides customer services to current and prospective members by giving tours, and assisting all member services staff with member or guest questions and concerns.
5. Assisting building staff like lifeguards, child watch, health & wellness or member services staff with duties related to cleaning, maintenance or member services. Giving breaks to staff when needed.
6. Informs management of maintenance issues and projects as requested. Policing building cleanliness and completing minor maintenance duties as needed.
7. Informs management of staff or member related code of conduct issues or problems that occurred. Occasionally, the Weekend Manager on Duty is responsible to report staff absences or tardiness and find appropriate replacements, or make appropriate changes based on staffing needs.
8. Opens and/or closes the facility as per established hours, making sure the facility is empty and secure at closing times.

YMCA COMPETENCIES (Leader):

Mission Advancement: Models and teaches the Y's values. Ensures a high level of service with a commitment to changing lives.

Collaboration: Champions inclusion activities, strategies, and initiatives. 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. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Holds staff accountable for high-quality results, frequently following up with management staff.

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. Experience in facility management or a related field are helpful.
2. Working, and/or basic knowledge of mechanical, electrical and plumbing systems, and other maintenance-related areas.
3. Skills in supervision and customer service.
4. CPR, First Aid and AED certifications required within 30 days of employment.
5. Familiarity with personal computers helpful.
6. Ability to respond to safety and emergency situations.
7. Ability to work up to 29 hours a week, including weekends.

WORK ENVIRONMENT

This position operates mainly at the front desk of the building. Typical office materials are located here. This is the main area where members come in to check in, so there can be times where it can get busy and noise levels can rise.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is often required to: climb stairs, bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, climb ladders, walk, shovel snow, plow snow, lift and/or move up to 50 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity.

The work is performed both indoors and out, and may require travel to various locations. While performing the duties of this job the employee is exposed to weather conditions prevalent at the time.

EEO STATEMENT

The Alexandria Area YMCA provides equal employment opportunities (EEO) to all employees and applicants for employment without regards to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absences, compensation, and training.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

I have read the Alexandria Area YMCA Weekend Manager on Duty Description and I fully understand and know what my responsibilities are in order to do my job effectively.

Employee Signature: _____ Date: ____ / ____ / ____

Supervisor Signature: _____ Date: ____ / ____ / ____