

YMCA OF GLENDALE

POSITION DESCRIPTION

POSITION TITLE: Facilities Director

INCUMBENT: _____

REPORTS TO: Membership Director; President/CEO

DATE: February 1, 2010

MISSION STATEMENT:

To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

GENERAL FUNCTION:

This position is responsible for full supervision of all facilities, facility maintenance, residencies, and overall appearance of the YMCA of Glendale. It includes providing leadership in the areas of fiscal management; staff supervision; promotion and evaluation; membership development and retention; volunteer development; hotel management. This position is responsible for managing assigned and progressively greater responsibilities in accordance with the operating policies and procedures of the YMCA of Glendale and ensuring that the Mission of the YMCA is met.

KEY RESULT AREAS:

I. FINANCIAL & FISCAL DEVELOPMENT

- A. Assists in securing sufficient revenue to provide services to members consistent with established goals.
- B. Operates at all times within financial directives of the Board, CEO and CFO.
- C. Responsible for filling resident vacancies, collecting rentals, and ensuring that all assigned financial areas are met.
- A. Plays an integral role in the annual support campaign and ensures the overall success of the drive.

II. FACILITY DEVELOPMENT

- A. Shares responsibility for the overall growth and health of the YMCA of Glendale through membership development and retention.
- B. Ensures that all facilities and properties are well maintained and operating at peak efficiency.
- C. Responsible for facility repairs, renovations, and remodeling.
- D. Works directly with the Membership staff in ensuring that membership development is prevalent in all areas by maintaining fitness equipment in proper working order, ensuring that all program/membership areas are clean and safe for usage, and that the facility is free and clear of any obstructions or dangerous items.
- E. Supervises, inspects, and participates in the inside and outside maintenance of facilities, complying with all association standards and safety procedures.
- F. Purchases necessary supplies for operation of facilities, and maintains monthly inventories.
- G. Ensures that the pool and all aspects associated with it are maintained constantly, correctly, and within all association and state standard requirements.
- H. Performs daily/weekly maintenance checks in and around the facilities.
- I. Responsible for all contractual agreements pertaining to the facility, including maintenance, cleanliness, and upkeep.

III. HOTEL MANAGEMENT

- A. Supervises, inspects, and participates in the maintenance and cleanliness of all resident rooms, bathrooms, and communal areas complying with association and state standards and safety procedures.
- B. Ensures that rooms are rented, rent is collected on a timely basis, and that financial goals are met in accordance to annual operating budget.
- C. Responsible for the eviction procedures of any resident(s) that does not meet his/her financial obligation, violates association policies and/or rules, or is convicted of any crime.
- D. Ensures that all equipment is in proper working order, replaces broken/torn furniture or equipment, and maintains overall healthy environment in the residency.
- E. Manages hotel and resident concerns as they arise.

IV. DEPARTMENT ADMINISTRATION

- A. Responsible for implementation of by-laws, policies, goals, priorities, and standards established by the Board of Directors.
- B. Represents the YMCA at all pertinent community events and activities.
- C. Meets all reporting deadlines.
- D. Monitors all operating systems for maximum efficiency, organization, and effectiveness.
- E. Is able to interpret and explain the mission of the YMCA.

V. HUMAN RESOURCE DEVELOPMENT

- A. Responsible for ensuring areas/activities are properly covered by qualified, trained, member-oriented staff or volunteers including facility staff and hotel desk staff.
- B. Supervises, develops, and evaluates all paid and/or volunteer staff within assigned program areas. Assists all staff to identify and meet developmental needs.
- C. Fills staff vacancies in accordance with established YMCA policies and practices.
- D. Assist in the development of all position descriptions and performance standards in accordance with the YMCA's Personnel Policy.
- E. Maintains high staff moral and positive attitude of all staff while working with the staff.
- F. Works with Human Resource Director and President/CEO in the development of annual staff training and meetings.
- G. Ensures that all certifications pertinent to the position are current and on file.
- H. Serves as the staff liaison for the YMCA's Property Development Committee, working with them to achieve annual objectives, meets annual needs assessment, and develops annual operating plan for all facilities.
- I. Working with overall YMCA team, assists in developing a training calendar to certify all staff in YUSA procedures and teachings.

VI. MISCELLANEOUS

- A. Exhibits commitment to the total YMCA movement through regular participation and leadership in all activities and through collaboration with other community organizations.
- B. Serves as the Risk Manager for the YMCA and holds/conducts routine meetings with staff and volunteers.
- C. Responsible for the maintenance, upkeep, repair and possible replacement of all YMCA owned vehicles.
- D. Participates regularly in specified conferences and officially called meetings.
- E. Participates regularly in lay/staff events.
- F. Assists in all YMCA functions, events, and activities in accordance to the President/CEO's desires and the needs of the YMCA and its members.

EFFECT ON END RESULTS:

This position will have a major impact on the total financial success of the YMCA of Glendale. Strong leadership will provide not only for quality programming in a well maintained, clean, and smoothly running facility, but will also increase both YMCA membership and fundraising results toward the attainment of the Mission, goals and objectives of the YMCA of Glendale