



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

GREATER VALLEY YMCA JOB DESCRIPTION

Job Title: **Warming Center Supervisor**

Status: Exempt

Status: Part-Time (29 hours per week)

Reports to: Warming Center Director

Department: Warming Station

Revision Date: 08/24/2018

POSITION SUMMARY

This position supports the work of the Y, a leading non-profit committed to strengthening community through youth development, healthy living and social responsibility. Assists in oversight of the operation of a community warming center for the homeless supporting our mission of social responsibility.

ESSENTIAL FUNCTIONS

1. Supervision of warming center program during scheduled shift.
2. Provides direct supervision to shift workers.
3. Handles processing and intake of all participants.
4. Assures program compliance with all policies and procedures.
5. Ensures safety and security of facility and guests.
6. Oversees proper implementation of Warming Center rules and guest restrictions.
7. Assists the Warming Center Director in recruitment, hiring, training and evaluation of staff.
8. Assists Warming Center Director with development and delivery of training for staff members.
9. Assists with outreach for program.
10. Assists the Warming Center Director in the preparation of short and long-range plans and budgeting as appropriate.
11. Fills in for other positions outside of normal work schedule as needed.
12. Performs other duties as assigned.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Supports fundraising.

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. Follows budgeting policies and procedures and reports all financial irregularities immediately. Strives to meet or exceed goals.

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. Minimum of Associates degree in Human Services or Social Work, required.
2. One or more years of related experience in non-profit. Previous experience with homeless population preferred, not required.
3. Ability to proactively plan, prioritize and self-manage workload. Must be able to independently problem-solve, and self-direct workload and projects when staff are not immediately present to answer questions.
4. Excellent verbal and written communication.
5. Knowledgeable about office processes and procedures.
6. Ability to work with integrity, discretion and a professional approach, maintaining confidentiality as necessary.
7. Bi-lingual (Spanish) helpful, but not required.
8. Prefer knowledge of, and previous experience with, diverse populations (language, culture, race, physical ability, sexual orientation, etc.)
9. Previous experience with mental health/drug addiction issues preferred.
10. Must have personal transportation and ability to drive to other locations as needed.

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.

- While performing the duties of this job, the employee will be required to use a computer for a short period of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 50 pounds.
- Employee must be able to work overnights, weekends and holidays.
- Specific vision abilities required by this job include close vision, distance vision and the ability to adjust.
- The noise level in the work environment is usually moderate.

SELF-MOTIVATION & INNOVATION:

To be able to accomplish the goals set forth in this job description, the incumbent will need to possess a will to succeed. Should always have the mind-set, "What can I do to advance the Y and help it become more successful?" The heart of the position will be the ability to look past "what is" and to see "what can/should be."

SIGNATURE:

I have reviewed and understand this job description for my position at the Greater Valley YMCA. The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts or working conditions. The Greater Valley YMCA reserves the right to change, amend, add, delete and otherwise assign any and all duties, responsibilities and position titles as it deems necessary to meet the needs of the business.

Employee's name

Employee's signature

Supervisor's Name

Supervisor's Signature

Today's date: _____