



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

HARRISBURG AREA YMCA JOB DESCRIPTION

Job Title: **Building Monitor**

FLSA Status: Non-exempt

Leadership level: Leader

Salary Range: \$13-16 Per Hour

Reports to: Membership Coordinator

Revision Date: 04/14/2026

POSITION SUMMARY:

Under the direction of the Wellness & Group Exercise Director, the Building Monitor will be responsible for the safety and monitoring of the branch during evening and weekend hours.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Adheres to all branch/department policies and procedures related to safety and code of conduct.
2. Maintain current knowledge of emergency procedures for the facility and act responsibly in emergencies.
3. Actively patrol all areas of the YMCA and record times and observations at designated checkpoints. Complete the Building Monitor report.
4. Ensures safety of staff, members or volunteers when entering or exiting the facility. May entail walking staff, member or volunteers to their cars.
5. Complete and be accountable for all accident/incident reports. Reports must be accurate, consistent and must be submitted to appropriate supervisor. Communicate all accident and discipline situations (corrective counseling form). If severity of the accident/incident warrants immediate attention, contact via walkie talkies or phone the appropriate professional staff member.
6. Conduct building tours for prospective members and answer all questions.
7. Secure the entire facility before leaving at night, ensuring that appropriate lights, windows and doors are closed. Adhere to the building hours and the closing after members have had appropriate time to exit the building.
8. Remain accessible through established communications systems at all times during shift.
9. Adhere to established dress code, wearing YMCA staff shirt and nametag at all times. Maintain professional demeanor at all times.
10. Ensure care and cleanliness of the facility, reporting any maintenance concerns. Perform light housekeeping such as mopping, vacuuming and window washing.
11. Assume all other responsibilities as deemed necessary or assigned.

QUALIFICATIONS:

1. Must be at least 21 years or older, energetic, responsible.
2. High school graduate or equivalent preferred, and holds current CPR/First Aid certification.

The Y: We're for youth development, healthy living, and social responsibility.



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3. Ability to perform light lifting with upper body.
4. Must be courteous, friendly and efficient in providing service to YMCA members and guests.
5. A cooperative and interested attitude in member needs is a must.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

The incumbent is regularly required to stand and walk for long periods of time, to talk and hear, sit, lift and or move up to 50 pounds, to climb and or balance, stoop, kneel, crouch, crawl, to use hands to finger, handle, or feel objects, tools or controls. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The incumbent is regularly required to work under pressure and or to work rapidly to meet deadlines. More than 90% of time is spent indoors. The noise level is normal to loud within an active YMCA program environment.

COMMITMENT TO CHILD SAFETY:

As a youth-serving organization, all staff share the responsibility to keep children safe, and this position requires that the incumbent read and sign the separate “Youth Protection Policy for Personnel and Volunteers” statement and abide by it.

Employees and volunteers who do not directly supervise consumers will:

- Adhere to policies related to boundaries with consumers.
- Attend required abuse risk management training.
- Report suspicious and inappropriate behaviors and policy violations.
- Follow mandated abuse reporting requirements.
- Adhere to job specific abuse risk management responsibilities.
- Maintenance employees and volunteers—ensure unused rooms and closed rooms remain locked; routinely monitor high-risk locations (locker rooms and bathrooms), etc.
- Front Desk personnel—ensure consumers are properly signed in and signed out; ensure only authorized adults are allowed in the facility, etc.

BENEFITS:

Select program discounts (upon eligibility) and free Harrisburg Area YMCA Adult Membership.

SIGNATURE:

This job description may not be all-inclusive. Employees are expected to perform all other duties as assigned. This job description may be modified when appropriate by Human Resources.

I have reviewed and understand this job description. I agree to fulfill my responsibilities as Building Monitor in a positive and cooperative manner. I understand that if I neglect my duties, I may be released from duty.

Employee Name

Employee Signature

Date: _____