



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

YMCA of PATERSON

Job Title: Safety Watchman

Reports to: CEO and Vice President of Administration

Primary Function/Department: Youth Development

Leadership Level: Team Leader

POSITION SUMMARY:

The YMCA of Paterson is looking for a safety watchman/ watchwoman who, under the supervision of the Facilities Director and Assistant, will be responsible for the security and safety of all residents and participants in and around the YMCA of Paterson and delivering quality customer service to the program members. The safety watchman also works to advance and leverage the YMCA of Paterson's cause and brand. By joining our team you'll be inspired to make a difference every day in a job that matters.

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.

The successful candidate will be required to follow CDC and other guidelines for cleaning related to COVID -19.

ESSENTIAL FUNCTIONS:

- Supervise and monitor all activities and participant behavior throughout the building and closely monitoring all cameras
- Reporting to work on time. All employees should arrive 15 minutes early so that post information can be exchanged
- Attend training and meeting as requested and perform other job-related duties that may be assigns by the supervisors, VP or CEO.
- Signing in all visitors and verifying ID (if necessary)
- Cooperate, work effectively and congenial with all YMCA Staff, residents, members, visitors, and volunteers at all times
- Be able to handle difficult situations that deals with outside agencies such as fire, health, building depts., etc. to ensure compliance with all local, state and federal regulations related to facilities and grounds. Exercising good judgement and restraint in confrontational situations.
- Sorting mail and package delivery and ensuring same is delivered to the proper person
- Complete and accurately fill out the daily activity sheets for entire shift and completing all paperwork related to job functions
- Ensuring all safety protocols are followed during a fire drill; Maintain fire/safety log books in accordance with the facility requirements
- Assist with general housekeeping tasks
- Adhere to all YMCA of Paterson work standards
- Complete other tasks related to job function as requested by supervisors, CEO & VP
- Participates in meetings, groups, coalition, etc. that leverages and expands the YMCA of Paterson's cause, purpose and brand.

QUALIFICATIONS

- Must be punctual, responsible, trustworthy and pay attention to detail
- Must be a self-starter and proactive
- Must be comfortable lifting 25lbs and walking up and down stairs
- Must be able to pay attention to detail
- High School Diploma or GED
- CPR and First Aid (must obtain within first 6 months of employment)

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.
- The employee needs sufficient strength, agility and mobility to perform essential functions and to safely supervise facility.
- While performing the duties of this job, the employee is occasionally required to use a computer
- 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 10 pounds.
- 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.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____

Vice President of Administration Name

Vice President of Administration President
Signature

Today's date: _____