



POSITION TITLE: Building Monitor

DEPARTMENT: Operations

REPORTS TO: Senior Director of Strategic Initiatives

TYPE OF EMPLOYMENT: Part-time, Hourly

COMPANY DESCRIPTION:

The Boys & Girls Club of Greater Nashua, Inc. is a youth development organization that serves children aged six weeks to eighteen years old. Our mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. We deliver on this mission by providing a safe and fun place for children to grow, by offering engaging programs focused on academics, health, and leadership, and by connecting the kids we serve with caring mentors and role models.

PRIMARY FUNCTION OF THIS ROLE:

The Building Monitor is responsible for overseeing the safety, security, and proper use of the facility while it is being rented by external organizations/individuals. This position ensures that the rental group adheres to facility rules, the space remains safe, clean and secure, and any issues are reported promptly.

KEY ROLES (Essential Job Responsibilities):

As a Boys & Girls Club Building Monitor, your responsibilities include:

- Open and/or close the building for rental groups according to the scheduled times.
- Greet rental group representatives and provide any necessary orientation or information about the space.
- Monitor the facility throughout the rental period to ensure:
 - Rules and policies are followed.
 - Spaces are used appropriately.
 - Only authorized individuals are in the building.
 - Safety procedures are being followed.
- Serve as the on-site point of contact for renter questions, concerns, or emergencies.
- Communicate and document any incidents, damages, or policy violations.
- Perform light cleaning or resetting of the space as needed after rental.
- Lock up and secure the building after rental use, including lights, doors, alarms, and equipment.
- Escalate urgent issues to appropriate staff or emergency services when necessary.

REQUIRED:

- Must be over the age of 21
- Dependable, punctual, and able to work independently.
- Ability to remain calm and professional in challenging or emergency situations
- Excellent oral communication skills, including the ability to speak and communicate effectively
- Must pass a background check

COMPENSATION:

\$18-\$20/hour. Hourly rate varies depending on shifts worked.

DISCLAIMER:

The Boys & Girls Clubs of Greater Nashua is an Equal Opportunity and Affirmative Action Employer

JOB TYPE:

Part-time, Hourly.

SCHEDULE:

Early mornings (4:30 – 8:30 AM), evenings (7:30 – 10 PM), and weekend (varies between 7 AM – 10 PM) work required.

ABILITY TO COMMUTE/RELOCATE:

Nashua, NH 03060: Reliably commute.

Interested applicants can reach out to Ashley Spencer at aspencer@bgcn.com.