



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Night Watch Attendant PART-TIME

Located in the heart of the beautiful Blue Ridge Mountains of Western North Carolina in Black Mountain on a picturesque 1,200-acre campus, the YMCA Blue Ridge Assembly is a non-profit conference and retreat center. For more than a century we have hosted a diverse array of groups—churches, schools, colleges, family reunions and youth groups, among others. As a hospitality-focused YMCA, we are committed to delivering exceptional experiences for our 33,000 annual guests while developing a team of values-driven leaders.

### SUMMARY

Under the guidance of the **Maintenance Director** and leadership team, the **Night Watch Attendant** is responsible for monitoring campus safety, supporting overnight operations, and responding to facility or guest needs during weekend overnight hours.

This position plays an essential role in maintaining a safe and secure environment by conducting campus patrols, monitoring building activity, responding to phone calls, and assisting with minor maintenance tasks when needed. The Night Watch Attendant ensures that all overnight procedures are followed and that any incidents are documented and reported appropriately.

The ideal candidate is dependable, observant, calm under pressure, and capable of working independently during overnight hours.

### QUALIFICATIONS AND SKILLS

- High school diploma or GED required.
- Ability to work independently with minimal supervision.
- Reliable attendance and strong punctuality.
- Valid driver's license required.
- Ability to remain alert and attentive during overnight hours.
- Ability to communicate clearly by phone and in person.
- Basic mechanical or maintenance knowledge preferred.
- Strong observation and attention to detail.
- Ability to remain calm and make sound decisions in emergency situations.
- Good communication and customer service skills.
- Basic troubleshooting and problem-solving abilities.
- Ability to follow procedures and safety protocols.
- Ability to work independently and responsibly.
- Dependable and trustworthy work ethic.

### Preferred Qualifications:

- Previous experience in security, maintenance, hospitality, or night operations.
- Experience completing incident reports or safety documentation.
- Familiarity with emergency procedures and safety protocols.
- Experience working overnight shifts.

## RESPONSIBILITIES AND APTITUDES

- Conduct regular patrols of campus buildings and grounds during overnight hours.
- Drive through campus to monitor safety and security conditions.
- Check guest housing areas based on nightly housing lists provided by Guest Services.
- Monitor entry gates and verify vehicles or visitors entering campus during overnight hours.
- Answer overnight phone calls and respond to guest or staff inquiries.
- Respond to minor maintenance needs when appropriate.
- Inspect buildings where guests are staying to ensure safety and security.
- Monitor campus activity and identify unusual or suspicious behavior.
- Complete incident reports and document any safety concerns or unusual events.
- Follow all emergency response procedures when incidents occur.
- Communicate with on-call supervisors when necessary.
- Ensure all overnight duties are completed according to established procedures.
- Maintain a professional and courteous attitude when interacting with guests and staff.

## COMPENSATION AND BENEFITS

- Hourly \$16.00 – \$21.00 per hour, based on experience, reliability, and relevant skills in security, maintenance, or overnight operations.
- 10-hour overnight shifts (Saturday/Sunday)
- Additional shifts may be available based on operational needs
- Free meals in our dining facilities whenever conference groups are being served
- Free individual member to the Y of WNC, after a 14-day review period
- Discount on YMCA Blue Ridge Assembly staff activities
- Discounted stays at YMCA Blue Ridge Assembly

## APPLICATION PROCESS

If you are passionate about providing outstanding service and making a positive impact in your community, we invite you to apply for the Night Watch Attendant.

Interested candidates should send their resumes, along with three references, to the HR Recruiting Coordinator, Esteban Andrade: [eandrade@yblueridge.org](mailto:eandrade@yblueridge.org). References will be checked on all final candidates.

**The application can be also submitted through the link below:**

<https://blueridgeassembly.org/join/employment-application>