

NORTH TEMPE MULTI-GENERATIONAL CENTER
BUILDING SUPERVISOR

Opening Date: October 30, 2009

Closing Date: Applications will be accepted until the needs of the City are met.

Hourly Wage: \$11.00 hour

Hours: Tuesday through Thursday from 12 p.m. - 4 p.m., Friday 12 p.m. - 8 p.m. and Saturdays from 9:30 p.m. - 5 p.m.

Minimum Qualifications:

- Bachelor's degree in recreation, education or a social services related field is desirable
- Customer service experience
- Computer knowledge –Word, Excel
- Able to communicate clearly and concisely, both orally and in writing
- Able to understand and carry out oral and written directions
- Able to follow established policies and procedures
- Able to establish and maintain cooperative working relationships with public and staff
- Current First Aid/CPR certification is desirable

Essential Job Functions:

- Provide facility supervision during scheduled activities
- Answer a multi-line phone
- Serve the public by providing information concerning the facilities, programs and policies
- Enter data and program registration information into computer
- Set up rooms: Lifting and moving chairs, tables and program equipment (up to 50 pounds)
- Handle building emergencies
- Assist with facility projects
- Open/Close and secure facility
- Attend monthly staff meetings

Download application at <http://www.tempe.gov/northtempe/Parttime Application.pdf>

Or

Pick up applications at:
North Tempe Multi-Generational Center
1555 North Bridalwreath Street
Tempe, AZ 85281
480-858-6500