

**City of Tempe Community Services  
Part-Time Temporary Employment Opportunity**



**NORTH TEMPE MULTI-GENERATIONAL CENTER  
BUILDING SUPERVISOR**

**Opening Date:** July 1, 2018

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

**Hourly Wage:** \$14.25 hour

**Hours:** Various shifts. Monday through Friday from 12 - 9 p.m., Saturdays from 9:30 a.m. - 5 p.m. Schedule will vary from 10-20 hours per week.

**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

**Submit Application to:**

North Tempe Multi-Generational Center  
1555 North Bridalwreath Street  
Tempe, AZ 85281

**Phone:** 480-858-6500

**Fax:** 480-858-6545

**Email:** [rick\\_oliphant@tempe.gov](mailto:rick_oliphant@tempe.gov)

**The City of Tempe is an equal opportunity/reasonable accommodation employer.**