

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



**NORTH TEMPE MULTI-GENERATIONAL CENTER  
PROGRAM LEADER**

**Opening Date:** April 1, 2019  
**Closing Date:** Applications will be accepted until the needs of the City are met.  
**Hourly Wage:** \$11.00 hour  
**Hours:** Various shifts. Monday through Friday from 11:00 a.m. - 9 p.m., Saturdays from 10:00 a.m. - 5 p.m. Schedule will vary from 10-20 hours per week.

**Minimum  
Qualifications:**

- Provide customer service
- Computer knowledge – Internet, Word
- Communicate clearly and concisely, both orally and in writing
- Able to follow established policies and procedures
- Able to understand and carry out oral and written directions
- Able to establish and maintain cooperative working relationships with public and staff
- Current First Aid/CPR certification is desirable

**Essential  
Job Functions:**

- Supervise youth and adults while in the Library Resource Center
- Serve the public by providing information concerning Library Resource Center programs and policies
- Open/Close Library Resource Center
- Set up rooms: Lifting and moving chairs, tables and program equipment (up to 50 pounds)
- Assist with facility projects
- 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.**