

## **FACILITY MANAGER (Parks and Recreation)**

CLOSING DATE: Open until the needs of the City are met.

### ***HOURLY STARTING SALARY***

\$10.25 per hour

This position is a temporary, part-time position, averaging 15-20 hours or less per week year-round.

### ***MINIMUM QUALIFICATIONS***

Requires experience in supervising facilities, personnel, programs, events and the delivery of services to on-site customers. The candidate must possess knowledge and ability to operate an IBM computer, Point of Sale system, cash registers, multi-line phone system, and familiarity with Microsoft software products. Availability to work weekends, weekdays, and weeknights on a part-time basis.

### ***ADDITIONAL REQUIREMENTS***

This position requires possession of, or the ability to obtain an appropriate Arizona driver's license. Additional participation/certification in First Aid, CPR and Aquatic Safety programs is welcomed and encouraged. Successful completion of probationary period is contingent upon passing a FBI background investigation.

### ***REPRESENTATIVE ESSENTIAL FUNCTIONS***

- To professionally manage and supervise a comprehensive multi-use recreational community center, its facilities, programs, services and staff targeting youth, adults and families.
- Directs and supervises the collection of and daily reconciliation of facility admission fees. Maintains strong customer service relations between customers and staff on daily basis while insuring that facilities are clean, safe and in working condition.
- Direct and Coordinate personnel and facilities in the delivery of programs and services to existing guests, families and new customers on a daily basis.

### ***SELECTION CRITERIA***

Applications will be reviewed and only the most qualified applicants will interview. Criteria will be based on knowledge, skills, abilities, availability and experience for this position. **Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued City employment.**

For applications and contact information:

**Kiwanis Recreation Center  
Attn: Jerry Judkins  
6111 S. All-America Way  
Tempe, AZ 85283  
(480) 350-5701**