



## POSITION DESCRIPTION

Position: Building Supervisor		Department: Recreation/Senior	
Reports to: Recreation Director/Senior Services Director		FLSA Status: Exempt	
Location: Community Center	Division: Community Center	Pay Grade N/A	
Revised: January 1, 2006	Last Reviewed:	Union: N/A	Status (FT/PT/Temp): Full-time

### **GENERAL PURPOSE**

Supervises the use of the Community Center on a given shift, and assists in the planning, organizing, and implementation of community recreation programs for seniors, adults, and youth, including cultural arts, physical activities, special interest classes and summer programs.

### **SUPERVISION RECEIVED**

Works under the close supervision of the Recreation Director and the general supervision of the Senior Services Director.

### **SUPERVISION EXERCISED**

None generally. May supervise part-time recreation staff, special interest instructors, seasonal employees, and volunteers, as required and/or assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Assists in the implementation of activities, classes and programs at the Community Center.

Opens and closes Community Center and its facilities as needed.

Sets up and takes down tables and chairs for classes and programs.

Performs light maintenance as needed including sweeping and cleaning; stocks bathrooms and other areas with supplies; loads and unloads dishwasher when necessary; performs other custodial or maintenance work as required.

Performs administrative office duties including reception, sets up and/or operates equipment for classes or programs.

Cautions violators of facility rules and regulations and contacts authorities if needed.

Assists in the supervision of classes, workshops and activities for persons engaged in recreation and senior programs and co-sponsored programs.

Responds to public inquiries about recreation/senior programs made in-person or telephone during work hours.

Assists in the coordination of activities, sports programs, registrations for teams, collection of fees, and distribution and collection of uniforms.

Assists in the scheduling, implementation and supervision of various tournaments throughout the year, such as basketball tournaments, table tennis, men's/women's/seniors volleyball and others

Promotes interest and provides information regarding recreation and senior programs to other recreation officials, community service groups, and the general public.

### **PERIPHERAL DUTIES**

Ability to communicate effectively with the general public

Light cleaning as needed

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- (A) Graduation from a high school or GED equivalent
- (B) One year related experience including building supervision; or
- (C) An equivalent combination of education and experience.

#### **Necessary Knowledge, Skills and Abilities:**

(A) Considerable knowledge of recreation philosophy, planning and administration; Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program;

(B) Skill in operation of listed tools and equipment; Skill in First Aid and CPR.

(C) Ability to coordinate varied activities involved in a community recreation program; Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public; Ability to communicate effectively orally and in writing.

### **SPECIAL REQUIREMENTS**

First Aid and CPR certification.

### **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview, conditional offer of employment; background check, physical and drug screening; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Supervisor

Approval: \_\_\_\_\_  
Appointing Authority

Approval: \_\_\_\_\_  
Employee