

City of Tempe Community Services
Part-Time Temporary Employment Opportunity



NORTH TEMPE MULTI-GENERATIONAL CENTER
BUILDING SUPERVISOR

Opening Date: December 6, 2024

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

Hourly Wage: \$18.10 hour

Hours: Various shifts. Monday through Friday from 12:00 – 8:00 p.m., Saturdays from 9:30 a.m. – 5:00 p.m. Schedule will vary from 10-20 hours per week.

Minimum Qualifications:

- High School diploma or GED; Bachelor's degree in recreation, education or a social services related field is desirable
- Experience in customer service, cash handling, computerized Point of Sale system
- Computer knowledge – competency in Microsoft Office Software and the ability to learn Active Net Registration Software
- 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
- Open/Close and secure facility
- Handle building emergencies
- Set up rooms: Lifting and moving chairs, tables and program equipment (up to 50 pounds)
- Serve the public by providing information concerning the facilities, programs and policies
- Answer a multi-line phone
- Enter data and program registration information into computer
- Assist with facility projects

Submit Application to:
North Tempe Multi-Generational Center
1555 North Bridalwreath Street
Tempe, AZ 85288
Phone: 480-858-6500
Fax: 480-858-6545
Email: rick_oliphant@tempe.gov

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