

The Gemini Center

Fairview Park Recreation Department



Job Title: Building Supervisor

Work Location: The Gemini Center

Division/Department: Fairview Park Recreation Department

Reports to: Program Coordinator

Full-time

Part-time

Essential Duties and Responsibilities:

- Serves as full time Manager on Duty as assigned
- Monitor all areas of the Center on a regular basis
- Handle disciplinary problems
- Open/close the Center as required
- Set up/ breakdown areas as required
- File reports as necessary
- Use software management system to check passes
- Visually check guests for stamps or ID's
- Clean equipment and building areas as necessary
- Perform any other duties as requested by any full-time staff member

Education and/or Work Experience Requirements:

- Extensive experience in supervision -- especially in the public sector
- Ability to work well with people
- Ability to monitor events while enforcing Center policies and rules
- Work evenings and weekends as scheduled.
- Visual ability sufficient to read and write reports
- Ability to use a variety of communication devices, walkie talkies and cell phones
- Hearing and speaking ability sufficient to communicate effectively with other individuals in person and via other methods of communication (email and telephone)
- Ability to read, write and speak the English language sufficient to perform the essential functions of the position
- Strength and ability to walk during long periods of time

Working Conditions:

- The employee may be required to stand or walk during the workday with bending, stooping, squatting, climbing, twisting and reaching. Some lifting may be required. A high incidence of interaction with employees and patrons will occur daily.

Additional Requirements:

- Possession of a High School diploma
- Must be at least 18 yrs. of age
- Certification in CPR and AED operation
- First aid training
- Blood borne pathogen training

Print Employee Name:

Employee Signature:

Date: