

# City of Bedford

## Department of Parks and Recreation

### Job Description

JOB TITLE: Ellenwood Building Supervisor (Part-Time)

REPORTS TO: Parks and Recreation Director

#### NATURE OF WORK

Under the direction of the Parks and Recreation Director, Ellenwood Building Supervisor is a part-time position Monday through Thursday. Days and times may vary but not to exceed 20 hours per work week with the possibility of some Friday nights, Saturdays and Sundays. Responsible for cleaning, set-up, and customer service.

#### GENERAL RESPONSIBILITIES

- Ensure Ellenwood is a welcoming environment for all users
- Perform opening/closing duties per a daily checklist, ensuring at close all users have exited the building and it is safe, secure and prepared for the next day's activities
- Setup/cleanup rooms as needed for user groups/activities
- Monitor facility to ensure safe, hazard-free environment
- Ensure only approved user groups/registered participants are utilizing facility
- Provide direction, guidance, and rule enforcement
- Know and implement emergency procedures when necessary
- Perform cleaning duties as assigned/needed
- Respond to inquiries from all registered participants/user groups and community members
- Develop a positive working relationship with Recreation Department staff, City staff, all registered participants/user groups and community members
- Report any unsafe conditions or problems with facilities, programs, participants, coaches, instructors, etc.
- Perform all other duties as assigned

#### QUALIFICATIONS REQUIRED

- Completion of high school or equivalent
- Maintain a clean and neat appearance
- One year previous supervision experience

- Be able to perform all General Responsibilities satisfactorily
- Ability to perform moderate physical activity
- Ability to remain alert at all times
- Ability to work with minimal supervision
- Be computer literate with the ability to learn new software applications
- Have knowledge of Microsoft Office
- Use proper telephone protocol
- Have professional verbal and written communication skills
- Ability to understand and follow oral and written instructions
- Possess a valid Ohio Driver's License
- Must be dependable and have a good work record as to punctuality and daily attendance