



## Job Description:

# Weekend Building Supervisor

This is a part-time position responsible to monitor and supervise the Lapeer Community Center. This position will supervise staff and patrons, facility and equipment usage and assist in general customer service at the Community Center. The individual in this role will be scheduled for one shift on Fridays, one shift on Saturdays and/or one shift on Sundays, averaging 10-11 hours weekly. The person in this role will be under the direction of the Office/Recreation Services Manager and will oversee the Front Desk Attendant and other part-time staff in the absence of the Office Manager.

## Qualifications:

- Must be 18 years or older
- Must have or be willing to obtain basic CPR/AED/First Aid Certification
- Responsible and dependable
- Must show evidence of enthusiasm and friendliness
- Must be able to handle confrontation
- Management, supervision, or related experience preferred, but not required

## Responsibilities:

Responsible for general operation and supervision of the building and grounds  
Supervise support and program staff during hours of operation  
Monitor all facility, equipment and supply use. Report any problems, hazards, etc.  
Courteously and consistently enforce rules and regulations of the center  
Become knowledgeable and confident with all types of memberships, classes, and programs offered by the Center  
Prepare rooms for various programs and events, including setting up tables and chairs, equipment, etc.  
Perform minor custodial services as needed to maintain a clean, safe working environment  
Assume the lead in responding to accidents, injuries, or other emergency needs  
Maintain a good working relationship with all staff and customers  
Maintain a neat, well-groomed appearance  
Report any incidents or membership issues to management  
Aids and participates in occasional special events  
Adhere to all staff policies  
Other related duties as assigned by management