Recreation Department

Building Supervisor (Part-Time)

Mayor Pamela Bobst

Reports To: Civic Center Manager  
Salary: $10.00 - $12.00
Shift: 5:00 A.M. – 11:00 P.M. Monday through Friday  
FLSA Status: Exempt
Hours Vary and some Evenings and Weekends will be required

Position Overview:
Under the general supervision of the Civic Center Manager the Building Supervisor is responsible for the day-to-day operation of the Don Umerley Civic Center to include oversight of fitness spaces, youth activity areas, basketball courts as well as assisting with the aquatic center. This position has direct responsibility for customer service while also serving as a first responder to all medical & non-medical emergencies. The Building Supervisor is responsible for the direction of all recreation related staff on duty (welcome desk, fitness attendants, etc.). The Building Supervisor is responsible for all recreation related equipment including but not limited to: fitness cardio & strength equipment, building operation systems, general computer usage, facility access and control systems, etc. The Building Supervisor must be able to work in a fitness and aquatic related environment and is expected to spend no less than 75% of his/her time on their feet. Stressful customer service situations may require the Building Supervisor to resolve conflict and mediate situations.

Duties:

Facility Supervision 70%
- Responsible for opening/closing the Umerley Civic Center for recreation related use.
- Enforce all department policies and procedures with members and guests.
- Mediate customer related comments, concerns and suggestions.
- Respond to all medical and non-medical emergencies.
- Ensure accurate cash handling and reconciliation at the completion of each shift.
- Responsible for the successful execution of all facility reservation setups/tear downs during scheduled shifts.
- Ensure all facility spaces are clean, safe and presentable for members and guests.

2. Staff Interaction 25%
- Oversee facility operations part-time staff and successful shift management.
- Assist in mentoring and training of new part-time facility operations staff.
- Assist in Memorial Hall, Ice Rink & Outdoor Aquatic Spaces as required.
- Assist other staff members as needed, including resolution of discrepancies or problems

3. Miscellaneous 5%
- Occasionally assist patrons or staff from Memorial Hall, Rink or Outdoor Pool
Minimum Qualifications:
- Position requires a high school diploma or equivalent.
- Strong background in customer service
- Work experience dealing with public and pleasant manner are required.
- Must be able to respond to emergencies by activating and implementing the department’s Emergency Action Plan.
- Certifications: CPR/AED and First Aid certification (must be acquired before first scheduled shift.)

Position will be posted until filled. Applications may be obtained at http://s500873721.onlinehome.us/hr_docs/employment_application.pdf or at Rocky River City Hall.
Submit completed application, cover letter and resume, Monday through Friday, 8:30 a.m. to 4:30 p.m. at:

Michael T. Greco, Director
Human Resources Department
City of Rocky River
21012 Hilliard Boulevard
Rocky River, OH 44116

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