

**JOB POSTING - Building Supervisor (part-time)**

Date Posted: 3/28/17

Application Deadline: ASAP

Position Starts: Ideally, 5/1/17 or before

Vacancies: 1

Wage: \$10/hr. This position has no benefits.

Department: Parks & Recreation

Reports to: Recreation Director.



**JOB SUMMARY:**

The Building Supervisor (BS) is a leadership position with a high degree of responsibility in the area of operations management and customer service at the Lincoln Community Center, 2450 Lincoln Street, Highland, IN 46322. The overall role of the BS is to reasonably meet the needs of the LCC guests. Moreover, the BS on duty is responsible for the general supervision of the LCC and the events taking place within, and represents the full time staff in their absence on evenings and weekends. The BS is responsible for supervising and assisting other LCC staff; cash handling; building security; event management; emergency procedures; preparing rooms for programs and private rentals (i.e. tables, chairs, bleachers, PA system, room dividers, etc.), and maintaining the cleanliness of the LCC. This position is subject to at-will employment status and can be terminated at any time for any reason.

**Work Hours:**

- Weeknight evenings (typically 5pm – 10pm) and weekends (typically 8am – 2pm or 2pm - 7pm)
- Hours depend on special events and season
- Typically 10-29 hours per week

**Position Requirements:**

- Subject to a background check
- High School diploma or equivalent
- Minimum 18 years of age with a valid Indiana Driver's license
- 3-5 years of progressive facility and personnel management experience
- Possess the following skills: assertive, dependable, ability to handle responsibility and work autonomously with little supervision, excellent communication skills, ability to manage conflict and problem-solve, strong multitasking and management skills; strong attention to detail.
- Able to lift or push up to 60lbs
- Able to walk, stand, bend, and stoop to accomplish maintenance tasks
- Must be certified in CPR, First Aid & AED within 90 days of start date (HPRD provides training periodically throughout the year).

**How to apply:** Fill out an employment application in person at the Lincoln Community Center or online at [highlandparks.org/employment-opportunities](http://highlandparks.org/employment-opportunities). Candidate may be subject to background screening.

**Contact:** Dave Byers, Recreation Director  
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