



Part – Time Community Center Supervisor

Summary:

The Part-Time Community Center Supervisor performs clerical and operations duties to help with the productivity of the Syracuse Community Center and Parks Department. The most important and essential job functions are: interacting positively and cooperating with co-workers, responding politely to customers, and working as a team member. The Part-Time Community Center Supervisor may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential duties of the position.

Position Responsibilities

The Part-Time Community Center Supervisor may be required to answer telephones, relay messages, operate office equipment (including computers, fax and copy machines), help maintain records, distribute incoming mail, greeting and assisting visitors, process correspondence, maintaining the professional appearance of the office, assisting with programs and room preparations for rentals or meetings.

Knowledge, Skills and Abilities:

This position requires the individual have strong communication skills (both verbal and written), knowledge of word processing programs such as Microsoft Word, the ability to follow written and verbal instructions, a positive work attitude, the ability to interact with the general public and other co-workers and knowledge of general office procedures.

Physical Demands and Working Environment:

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear, use hands and fingers to handle, feel or operate objects, tools or controls and reach with the hands or arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, crawl and lift up to 50 pounds. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet, humid, sun, and/or cold weather conditions.

Education & Experience:

Previous experience in an office setting preferred.