

Community Bridges Building Supervisor

Reports to: Program Coordinator

Objective: The Building Supervisor is responsible for all activities in the Valley Community Center (VCC) during evening and weekend hours in the absence of full-time staff. As such, this person is the face of the Community Bridges team during their shift.

Personal Requirements:

- An agreement with and enthusiasm toward our vision and core values
- Strong communication abilities
- A positive influence in the community
- A spirit of unity with the staff and leadership
- A track record of leading others in a positive way
- Good conflict resolution skills
- Alignment with Staff Covenant

Responsibilities and Duties:

This position will be the primary contact for all outside parties who use the facility on evenings and weekends. As such, this person becomes the “first impression” for the VCC and represents the staff and values of the VCC to our guests.

Duties may include but are not limited to:

- Opening and closing the building
- Facilitating groups/activities as needed
- Setting up tables and / or chairs for events
- Cleaning as needed during events
- Answering the telephone
- Answering questions from guests
- Using first aid kit/ making emergency calls
- Resetting and securing the facility at the end of the shift

Lifting up to 30lbs may be occasionally required.

Compensation: Part Time Non-Exempt