

# REDFORD TOWNSHIP EMPLOYEES' CIVIL SERVICE COMMISSION

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**COMMISSIONERS**  
Larry Conn, Jr., Chairperson  
Dianne Ruhlandt  
Craig Miller

**PERSONNEL DIRECTOR**  
Donald E. Wood

## LEISURE SERVICES AFTERNOON BUILDING SUPERVISOR

The Charter Township of Redford Employees' Civil Service Commission is accepting applications for the part-time position of **AFTERNOON BUILDING SUPERVISOR**. (general hours, 3:30 pm - 8:30 pm but could average 15 - 29 hours per week depending on event schedule)

**SALARY:** Starting, \$11.44/hr, plus paid leave time and 13 holidays.

**AMONG THE REQUIREMENTS:** High School Diploma and some college preferred. May be substituted by experience. Minimum of (2) years of experience in community service, recreational programs or youth services. See attached job description for additional qualifications.

**NOTE:** A copy of your diploma, high school transcripts or G.E.D, as well as a copy of your driver's license (Chauffeur's preferred) must accompany your application.

Completed applications only will be considered for the position. Resumes in lieu of an application will **NOT** be considered. To obtain an application apply in person **Monday through Friday from 9:00 A.M. to 4:00 P.M.** or you may download our general employment application from our website, [www.redfordtwp.com](http://www.redfordtwp.com). Send complete applications, along with the credentials listed above, to:

REDFORD TOWNSHIP PERSONNEL OFFICE  
15145 BEECH DALY ROAD  
REDFORD MI 48239

Or you may scan and email to [personnel@redfordtwp.com](mailto:personnel@redfordtwp.com)  
(Faxes will NOT be accepted)

CLOSING DATE FOR FILING :

**October 12<sup>th</sup>, 2018**

THE CHARTER TOWNSHIP OF REDFORD IS AN EQUAL EMPLOYMENT  
OPPORTUNITY EMPLOYER.

August 13, 2015

Redford Township Employees'  
Civil Service Commission

**Leisure Services Afternoon Building Supervisor**

**General Responsibilities:**

Under the supervision of the Parks and Recreation Director this employee will supervise, coordinate, and manage the afternoon/evening operations of the Redford Community Center in the absence of the facility administrators as well as assist with various aspects related to Township Parks and Activities. Evening and Weekend hours are required.

**Examples of Work:**

Maintains the operations of the facility on evenings in the absences of the Parks and Recreation Director, Community Development Director or Recreation Coordinator.

Ensures all policies and procedures of the facility are enforced, including - conducts regular walk through of the facility to assist visual maintenance and security.

Resolves concerns, conflicts, and problems of the patrons ensuring that services are provided in a professional and safe manner.

Oversees building security and responds to all center emergencies; ensures patron and staff safety; may include snow removal or other necessary duties.

Assures that facility and/or equipment set-up and tear downs for events are completed in a timely manner. Completes all preparation requirements for a given permit.

Responsible for security procedures closing the facility.

Meet with supervisors as necessary to assure all related duties are completed. Attends meetings and training as scheduled.

Works with the Youth Services Aide in supervising youth within a variety of after school and summer youth program/camps, including designing lesson plans, activities and special events. Coordinates facility needs, communication with parent/guardians, materials and set up/tear down necessary to carry out youth programs.

Assists in the registration and administrative duties within the Leisure Services Office, including but not limited to customer communications, front counter assistance, monitoring payment of admission fees, distribution of class waivers and lists.

Assists in Township special events and activities including but not limited to: dances, holiday events (Bowl w/Bunny, Santa Brunch), Township festivals, and family fun nights.

Perform other duties as assigned.

**Requirements:**

Must be 18 years of age or older.

Ability to interact with the public, co-workers and supervisor in a professional manner.

Ability to work by oneself with no direct supervision.

Ability to make decisions using judgment and problem solving skills.

Ability to follow-through and adhere to details defined on permits.

Ability to accurately complete reports.

Ability to lift and move tables and chairs weighing up to 175 pounds with the assistance of another individual.

Ability to lift or move equipment usually less than 100 pounds.

Ability to stand or sit for long periods of time.

Ability to walk or physically move through the building frequently each shift.

Ability to have tolerance to moderate noise levels.

Current C.P.R. certification and Red Cross Basic First Aid training preferred.

**Education:**

High School Diploma and some college experience. May be substituted by experience.

**Experience:**

Minimum of (2) years of experience in community service, recreational programs or youth services.

**Knowledge of:**

Common recreational and social needs of youth;

Office procedures, methods and equipment including computers and applicable software applications, including but not limited to: Microsoft Office, BSA, RecPro, and promotional advertising software.

**Physical Demands and Working Environment:**

Work is performed primarily in a standard office environment and at indoor and outdoor recreation facilities. Work includes travel to different locations and employee may be exposed to inclement weather conditions; work and/or walk on various types of surfaces including

slippery and uneven surfaces and may be required to work extended hours including evenings and weekends.

Physically, functions require sufficient physical ability and mobility to work in an office and recreational facility setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of computer keyboard; to operate cleaning equipment and machines; to travel to other recreation sites; and to verbally communicate to exchange information.

**License or Certificate:**

Possession of an appropriate, valid drivers license; chauffeurs licensed preferred  
Possession of, or ability to obtain, an appropriate, valid C.P.R./AED Certificate and Basic First Aid preferred.