

Specialist III Evening Building Leader (Tallahassee Senior Services)
Parks, Recreation, and Neighborhood Affairs

ESSENTIAL JOB DUTIES

Senior Center

- Assists with evening programs, groups and activities under the direction of the senior center facilities supervisor
- Addresses requests, needs, and conflicts of participants and organizations
- Issues equipment and assists with set-ups and take downs of equipment
- Works with the senior center supervisory team to monitor operational efficiency of programs and activities
- Answers questions from the public about the facility's activities, programs, and events either in person or by phone
- Attends staff meetings, special events and trainings as required

Building Security & Maintenance

- Provides routine security for assigned building in the evenings or on weekends
- Secures the building when closing and sets the alarm
- Performs maintenance duties as needed
- May oversee the work of volunteers

OTHER IMPORTANT DUTIES

- Knows, understands and abides by the center, department, and city policies and procedures
- Assists in the general administration of the facility and/or job location, and performs related work as required
- Supports and maintains records, inventory and supply data
- Aids in planning, researching, developing, and maintaining special projects or departmental programs
- Uses computer applications such as calendar, e-mail, time keeping, security camera and database software in performing work assignments
- Performs special assignments as requested

QUALIFICATIONS, TRAINING & EXPERIENCE

- Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying
- Comfortable being around older adults and interacting in a positive manner with the general public
- Capable of and comfortable with securing the building independently in the late evening
- Initiative to work independently and productively