

# CITY OF HOPKINS

**JOB TITLE:** Activity Center Event Supervisor

**DEPARTMENT:** Hopkins Activity Center

**REPORTS TO:** Activity Center Coordinator

## **INTRODUCTION:**

The Activity Center Event Supervisor position is responsible for the orderly operation of the Hopkins Activity Center (HAC) in the absence of full-time personnel; including opening and closing of the Activity Center, greeting and assisting guests, building supervision, event set-up and take-down.

## **DUTIES AND RESPONSIBILITIES:**

### **Event Supervisor:**

Weekend/evenings as assigned.

- Responsible for opening and closing the HAC as per work schedule assignments.
- Assists and promotes harmonious relationship with HAC staff and guests.
- Observe and correct any destructive or undesirable behavior by guests.
- Assist in the set-up and take down of tables, chairs, equipment, as well as trash removal with guests.
- Complete attendance reports, accident reports, and daily logs as required.
- Assure cleanliness of HAC during and after events
- Other duties as assigned

## **MINIMUM REQUIREMENTS:**

High school graduate or equivalent.

Friendly, welcoming, flexible, committed attitude.

Ability to carry out oral and written instructions and work independently.

Available evening and weekends.

Confidence to give direction to guests.

Ability to lift and maneuver items that weigh up to 60 lbs., such as banquet tables, stack chairs, and custodial equipment.

Possession of a valid Minnesota Class D driver's license.

## **DESIREABLE QUALIFICATIONS:**

1-2 years of experience in custodial service or building maintenance.

1-2 years of experience working with the visitors in a public facility.