



Position Description Office Supervisor

Position: Office Supervisor
Reports to: Parks Director
Salary: \$14.40-17.99/per hour
Dates of employment: Full Time

JOB DUTIES:

This position is responsible for all aspects of the front desk operation of the Bellefontaine Neighbors Recreation Center. Responsibilities include, but are not limited to: hiring, training, scheduling, and supervising part-time front desk staff, welcoming patrons, answering phones, processing member visits, selling passes, scheduling facility reservations. This position is responsible for the management and organization of the monthly reports for the Recreation Center. This position must provide exceptional customer service and present a professional image to the public.

EMPLOYEE BENEFITS:

Health and dental insurance, eleven paid holidays, two weeks' vacation, Missouri Lagers retirement program, twelve sick days a year, overtime and compensatory time available at supervisor's discretion

EDUCATION:

High school diploma or equivalent; Associate's or Bachelor's degree in Parks and Recreation or a related field preferred. Prefer two years of related work experience and supervisory experience. An equivalent combination of education and experience that provide the knowledge, skills, and abilities required will be considered. Experience with RecTrac 3.1 preferred.

PHYSICAL AND MENTAL REQUIREMENTS: Able to work at a computer for several hours a day. Must establish and maintain effective working relationships with others. Effectively prioritizes work. Able to follow both oral and written instructions. Must have the mathematical skills necessary to handle payments and cash drawer reconciliation. Able to work independently and concentrate on multiple tasks simultaneously. Must have the ability to plan, schedule, and review the work and performance of others in a manner conducive to proficient operations and high morale. Must be able to lift, carry, and handle up to 25 pounds and have strength and manual dexterity to operate basic office equipment. Ability to work nights and weekends as required.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the department.

Bellefontaine Neighbors is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

You may apply online at www.cityofbn.com/administration/job-openings or resumes and applications may also be mailed or dropped off at the Bellefontaine Neighbors Recreation Center, 9669 Bellefontaine Road, St. Louis, MO 63137 or emailed to jkirincich@cityofbn.com