**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