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# WEB JOB POSTING

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## CENTER SUPERVISOR

### RESPONSIBILITIES:

The City of Tullahoma is accepting applications for the part-time position of Center Supervisor. The Center Supervisor is responsible for enforcing the rules and regulations of the community center, providing information about the facility and programs, reserving recreation facilities, handling customer inquiries, accepting fees and performing custodial duties.

### REQUIREMENTS:

Candidates must have a high school diploma or GED. College degree or courses are preferable. Applicants must have experience dealing with the public and the ability to work flexible hours.

### BENEFITS:

This is a part-time position with an hourly rate of \$8.37-\$8.54 per hour. Applicants may be scheduled to work within the operating hours of: Monday – Friday: 6:00am-9:00pm, Saturday: 9:00am-5:00pm and Sunday: 12:00pm-5:00pm.

### RECRUITMENT:

Individuals interested in applying for this position can:

- Application available [here](#). Complete and return to the Human Resources Department at City Hall, 201 W. Grundy St., Tullahoma via delivery, mail or fax 931-455-2782.
- Complete an application at Tullahoma Career Center  
111 E. Lincoln Street, Tullahoma, TN 37388
- Mail a resume to:  
City of Tullahoma, Attn: HR Department  
P.O. Box 807, Tullahoma, TN 37388

A complete copy of the job description is available upon request. The City of Tullahoma is an equal opportunity employer.

**Posted:** *December 2, 2013*

**Closes:** *until filled*