



Immediate Supervisor	PACT Site Supervisor	Work Day	Typically evenings, i.e. 6:00-9:00 PM	FLSA Status	Non-exempt
Position Summary The Site Supervisor is responsible for monitoring building rental activity to ensure that spaces are used appropriately, safely, and in accordance with rental contract agreements. This role serves as the on-site point of contact during rental periods, ensuring facility use aligns with approved terms and that the space is left in proper condition.					

Basic Duties and Responsibilities

- Be present on-site during scheduled rental periods to monitor activity and ensure compliance with contract terms
- Confirm that renters are using only the spaces specified in their agreement
- Monitor group size, activity type, and duration against what was approved in the rental contract
- Unlock and secure spaces as needed at the start and end of rental periods
- Walk through rented spaces before and after use to check condition and note any damage or issues
- Address minor concerns or violations of the rental agreement directly with renters, and escalate significant issues to the appropriate staff member
- Ensure renters vacate the space on time and that the building is properly secured afterward
- Report any damage, policy violations, or incidents promptly
- Maintain a basic understanding of building safety and emergency procedures during rental hours

Work Requirements and Characteristics

Education and Experience	Skill Requirements
A mission-driven individual with a belief in and commitment to PACT's mission, vision, and character-traits.	• Strong attention to detail and comfort enforcing agreements/policies • Good communication and conflict-resolution skills • Reliable and available during evening hours as rentals require • Prior experience with facility oversight, customer service, or building operations is a plus

Hazardous Working Conditions and/or Exposure	See Physical Demands & Working Environment Chart
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This position description reflects an accurate summarization of the current duties and responsibilities assigned to the position and may be subject to other duties as assigned.