

JOB TITLE: Gym Supervisor

DEPARTMENT: Parks and Recreation

JOB SUMMARY: The Gym Supervisor is responsible for supervising the evening and weekend operations and maintenance of gyms/facilities and performs a variety of support tasks including but not limited to: set-up and break down for athletic activities, custodial duties, enforce policies and league rules, assists with customer service issues, and overall security of the facilities.

MAJOR DUTIES

- Supervises the safety and security of all assigned program activities, schools, and park facilities
- Enforces all parks department policies and regulations governing league rules, and the use of the facility, its equipment and other property
- Ensures proper inspection of the gyms/facilities daily prior to the start of play, and ascertain that all necessary maintenance has been performed, and the courts are in a safe playing order
- Ability to properly use and maintain all systems and equipment. This includes basketball goals, volleyball nets, and scoreboards.
- Respond to users' concerns, problems, and/or complaints, and have the ability to maintain a high standard of service
- Use initiative and independent judgment within the departments established policies and guidelines
- Inspect, maintain and clean facilities, and submit recommendations as to maintenance work needed
- Ability to work under minimal supervision by being self-motivated, accountable, and responsible
- Assist with any incidents or injuries, properly document and submit reports to the direct supervisor
- Properly represents the parks department in a positive manner and maintain a visible and approachable profile within the facilities
- Incorporates safe work practices in job performance
- Performs other related duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED

- Knowledge of the general rules of sports including basketball and volleyball.
- Ability to sit and/or stand, be active, and endure a variety of temperature conditions for prolonged periods of time.
- Knowledge of city and department procedures and policies, relevant local, state and federal laws.

- Skill in oral and written communication; skill in planning, organizing, analyzing, decision making, and problem solving.

SCOPE AND EFFECT

The purpose of this position is to provide overall supervision of facilities during scheduled activities, leagues practices and games. This position will be responsible for set-up/ clean up before and after each shift, and ensuring the facility is always secure. Success in this position results in the proper use of facilities and increases the quality of life for citizens and visitors.

PHYSICAL DEMANDS

The work is typically performed while sitting, standing, or stooping. The employee occasionally lifts light and heavy objects.

WORK ENVIRONMENT

The work is typically performed indoors at school gyms or outdoors at park facilities. The employee may be exposed to inclement weather.

SUPERVISORY CONTROLS: This position reports directly to the Special Event Program Supervisor.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

Directly supervises school facilities, coaches, participants, spectators, and scorekeepers during assigned shift. Carries out supervisory responsibilities in accordance with the parks departments policies and guidelines.

MINIMUM QUALIFICATIONS

- General knowledge in the sports, rules, and methods of basketball and volleyball
- Must be at least 18 years of age by date of hire.
- High school diploma or general education diploma (GED) required.
- CPR/First Aid Certification preferred.
- Prior experience working with children helpful usually associated with 3+ years' experience.
- Available to work weeknights and weekends when needed (regular and reliable attendance).
- Skill in oral and written communication; ability to perform basic mathematical calculations.

FLSA Status: Seasonal

Hourly Pay: \$13.00