



**SITE/FACILITY SUPERVISOR
(SEASONAL)**

CLASSIFICATION	F
RANGE	\$12.50
FLSA	HOURLY NON-EXEMPT

GENERAL STATEMENT OF DUTIES:

Provides general support for Recreation Programs including planning, leading, set-up/take down of materials and assisting with the overall supervision of recreational programs and activities.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class assists in the planning, organizing and coordination of all activities offered by the Parks and Recreation Department. Employee may be subject to varying hours of work, including numerous nights and weekends. Employee must be able to lift objects upward 50 pounds. Work is performed under the general supervision of the Program Coordinator.

EXAMPLES OF WORK (Illustrative Only):

- Arrives one hour before activity and stays up to one hour past activity for general cleaning duties.
- Operates and maintains department facilities and equipment. Supervisor must be knowledgeable on opening, setting up, take down and closure of building/site.
- Supervise proper behaviors of participants and families during the course of the sites operation.
- Provides support services for actions such as ejection of a person, filling out an accident report, make notes regarding incidents with officials and other related persons.
- Must oversee injuries and decide with the coaches as to whether 911 is to be called. If ambulance is called, secure access to injured player. Once ambulance is there, fill out an accident report with the help of coach or bystander.
- Must possess a general knowledge of the activity taking place at the site and assist in situations when malfunctions take place.
- Reports building problems to Program Coordinator or other official.
- Interacts and communicates with various groups and individuals.
- Performs related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Basic knowledge of activity and facility currently offered. Knowledge of the principles and practices of the Parks and Recreation Department. Ability to develop and maintain effective working relationships with other recreation employees, County departments and the general public. Ability to follow oral and written directions.

ACCEPTABLE EDUCATION AND EXPERIENCE:

Requires high school diploma or GED, and at least one year responsible experience in an organized recreation program or customer service position or an equivalent combination of training and experience that provides the require knowledge, skills and abilities. Must possess a valid state driver's license and pass background screening.