

Jefferson County Parks & Recreation Commission
Job Description for COMMUNITY CENTER SUPERVISOR

Part-Time / 15-20 hours per week
\$10.00-\$13.00 per hour
(hourly rate is commensurate with experience)

Location: Jefferson County Community Center @ Sam Michael's Park

POSITION REQUIREMENTS: High School diploma or GED equivalent with previous experience working in a public setting. Potential candidate will go through a background check process prior to being hired. Must be highly dependable and reliable. Must have reliable transportation to get to work. Evening and weekends required.

SPECIAL REQUIREMENTS: Must be able to lift 50 lbs. Must be able to walk long distances throughout the building to maintain site cleanliness. Preference given to those already CPR/First Aid certified.

I. POSITION DUTIES / JOB DESCRIPTION

- Must have strong customer service skills and provide supervision and direction for participants and spectators during activities, events, league practices or games.
- Responsible for ensuring all areas of the community center are safe, usage and clean, including but not limited to... offices, front desk area, bathrooms, gymnasium, program rooms, preschool rooms, kitchen, break room, utility area and supply room, storage rooms, fitness room.
- Responsible for communicating important information to supervisor.
- Responsible for setup and clean-up of programs, birthday parties, special events.

II. SUPERVISORY CONTROLS

Supervision will come from the Assistant Director of JCPRC.

III. COMMUNICATION – VERBAL AND WRITTEN

Relationships with supervisor, co-workers, and others within the organization must contribute to the effective operation of the agency. Performance must demonstrate the ability to adjust to change or work under pressure in a pleasant and courteous manner, handle differences of opinion in a businesslike fashion, follow instructions conscientiously, and function as a team member, helping the group effort.