

**CITY OF COLVILLE
JOB DESCRIPTION
RECREATION DEPARTMENT**

TITLE: GYM SUPERVISOR **FLSA STATUS:** Non-Exempt

GENERAL DESCRIPTION:

The Gym Supervisor is responsible for overseeing recreational programs being conducted at an assigned facility, and shall have the authority to remove any participant who threatens the success of any City sponsored program.

REPORTS TO: Recreation Coordinator

SUPERVISES: None

ESSENTIAL FUNCTIONS:

- ◆ Enforce, TO THE LETTER, the School District's Use Rules for each facility.
- ◆ Open the assigned facility thirty (30) minutes before the scheduled program and close the facility at the conclusion of the program, unless otherwise instructed by the Recreation Coordinator.
- ◆ Set-up and operate all required equipment, such as volleyball standards, time clocks and scoreboards.
- ◆ Sweep the gymnasium floor before recreational use begins.
- ◆ Enforce, TO THE MINUTE, the start and stop times for each activity.
- ◆ Restore the facility to a high degree of cleanliness and order after the program by picking up garbage and sweeping the gymnasium floor.
- ◆ Check all facility doors and lights to be sure that they are locked, and lights are off.
- ◆ Return keys, program results, reports and recreation equipment to the Recreation Department immediately after program, unless otherwise instructed by the Recreation Coordinator.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- ◆ Record program results and scores for all activities taking place at the assigned facility.
- ◆ Ensure that program participants carry in clean, non-marking court shoes.
- ◆ Make note of participants who behave in an unsportsman-like manner to report to the Recreation Coordinator.
- ◆ Ensure that participants are abiding by the rules of the program.

EDUCATION/EXPERIENCE:

- ◆ Must be 16 years of age.
- ◆ Must have, or be in the process of obtaining, a High School Diploma or GED equivalent.

REQUIRED CERTIFICATIONS/LICENSES:

- ◆ Valid Washington State Motor Vehicle Operator’s License.
- ◆ Current First Aid and CPR Certifications or ability to obtain prior to employment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A majority of the duties performed by this individual will take place in and around City and School District facilities and properties. While performing the duties of this job, the employee primarily works indoors.

The noise level of the work environment is usually low to moderate.

While performing the duties of this job, the employee is frequently required to use hands and fingers to handle or feel objects or equipment; stoop, kneel, twist, crouch, or crawl; talk or hear; and taste or smell.

The employee must have the ability to lift and/or move up to 50 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

REVIEWED BY:

Robert J. Anderson, Mayor

Date

Holly Pannell, City Clerk/Human
Resources Manager

Date