



Department: St. Mary's County Recreation and Parks
Division: Sports
Position: Facility Supervisor
Rate: \$16.00/hour
Job Location: Leonard Hall Recreation Center, Margaret Brent Recreation Center, Carver Recreation Center, and various sites throughout St. Mary's County
Hours: Part-time, Evenings and weekends are required

Supervision:

Supervisor: Sports Coordinator; Supervises: Program Participants

General Statement of Duties:

Responsible for supervising program and event participants including activity set up and breakdown. Responsible for minor cleaning duties, security of the facility to ensure safety of participants, and enforcement of rules and regulations.

Essential Responsibilities:

The Facility Supervisor will:

- Maintain a professional self-image and project the values of the department, act as a positive role model for the participants and an advocate of inclusion in the community
- Arrive 15 minutes prior to scheduled event
- Inspect facility for maintenance concerns and unlock and lock facility as directed
- Monitor participants throughout program or event
- Set up any necessary equipment and return equipment to proper storage area
- Maintain all program materials and locations in a clean and orderly manner
- Perform minor cleaning duties and replace supplies as needed
- Comply with departmental procedures, enforcement of department procedures
- Monitor individuals and/or groups for the purpose of enforcing program rules and procedures regarding behavior and participation to provide a safe, respectful, and positive environment
- Notify sports coordinator of any participant behavior concerns, facility or equipment needs
- Document any participant injuries and facility concerns
- Familiar with Americans with Disabilities Act policies as regards to use of the facility
- Attend mandatory meetings and complete required trainings
- Complete other duties as assigned by the sports coordinator

Job Specifications:

Minimum Qualifications: Only candidates who meet the following requirements should apply:

Education/Experience: Experience supervising others and experience managing a facility is preferred.

Must have transportation to various sites throughout the county. **Must be at least 18 years old.**

Licenses and/or certifications: CPR/First Aid certification preferred.

Required Skills and Abilities:

- Judgement/Decision Making – Uses logic and reasoning to understand, analyze, and evaluate situations and exercises good judgment to make appropriate decisions. Understands department policies, effectively communicates them to others and enforces them.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, organizations, and the public. Refers complex inquiries to the coordinator.
- Communication – Considerable ability to effectively communicate with participants and staff. Ability to listen and understand information and ideas presented verbally or in writing. Ability to communicate in writing and verbally in an effective and professional manner. Ability to communicate effectively with large groups of participants.
- Problem-solving – ability to anticipate problems and develop and implement appropriate solutions
- Ability to be flexible in schedule and personal objectives.

Additional Requirements:

An acceptable general background investigation to include a federal, state, and local state criminal history, and a sex offender registry check.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to stand; walk; run; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee may be required to climb or balance and stoop, kneel, crouch, or crawl. The employee must have the ability to lift and/or move up to 50 pounds. Employee must be able to communicate with people. Specific hearing abilities required by this position include hearing normal conversations, alarms, and other emergency signals. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus. The employee will be required to work outside.

Site Locations: Leonard Hall Recreation Center, Margaret Brent Recreation Center, Carver Recreation Center, Hollywood Recreation Center, and other various locations throughout St. Mary's County

To Apply: Complete the Recreation and Parks application form found at www.stmaryscountymd.gov/docs/jobapplication.pdf
Positions are open until filled.

Contact: Zachary Zalovick, Sports Coordinator, 301-475-4200 x1830
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