



MONTROSE RECREATION DISTRICT (MRD) Gym Facility Supervisor

General Statement of Duties:

The Gym Facility Supervisor is a dual role, consisting of both supervising game sites and officiating a variety youth and adult sports.

Primary Duties: The Gym Facility Supervisor is responsible for maintaining order at the game site and enforcing the rules and philosophies of MRD. Ensuring a safe and healthy playing environment at all times. Serving as the primary point of contact for parents and players.

Supervision Received: Reports to the Youth and Adult Recreation Coordinator.

Essential Duties: The following are examples of primary duties assigned to this position. Other related duties may be assigned.

- Maintain a positive, courteous, and helpful attitude when interacting with participants, coaches and parents.
- Keep an orderly playing environment where all games start and end on time.
- Monitor weather conditions and delay/postpone games as determined by MRD guidelines.
- Report any observations, inappropriate/problematic behavior, and complaints to your supervisor.
- Follow and enforce all MRD procedures and policies.
- Know and implement emergency plans as necessary.
- Maintain a clean and safe playing environment by removing any possible hazards on gym or field.
- Set up/tear down necessary equipment and report damaged equipment or unsafe conditions to your supervisor.
- Be the primary responder to any accidents/incidents and fill out appropriate paperwork as needed.
- Adhere to the MRD uniform guideline.

Attend coach, captain and referee meetings before the start of each sport season. MRD will provide all mandatory training as necessary.

Position Qualifications:

Experience: Basic knowledge of sports. Prior officiating experience encouraged but not required

Education or Training: Must be 15 years or older at time of hire. Employee must have own or reliable transportation. Ability to communicate clearly and resolve conflict with participants, coaches, and parents.

License and Certification: Must be CPR/First Aid Certified, or willing to become certified (training will be provided by MRD).

Work Environment: Working hours will include weekday evenings and weekends.

Physical Conditions: Must possess the ability to set up/tear down equipment if needed.

Compensation: Position is part-time with hours not exceeding 20 hours per week. After 60 days of employment a complimentary pass to the Montrose Community Recreation Center will be provided.