



## JOB DESCRIPTION

### JOB INFORMATION

- Title:** Open Gym Supervisor
- Classification:** Part Time Seasonal I or Seasonal II
- Salary Range:** Salary is determined on an annual basis by the Board of Park Commissioners
- Supervisor:** Works under the general and detailed supervision of the Recreation Manager and Coordinator in charge of the program.

### JOB SUMMARY

An Open Gym Supervisor provides daily supervision of a local gym on Saturday and Sunday afternoons during the fall and winter. The Open Gym Supervisor will assist individuals and groups utilizing the facility and programs within the policies, procedures, and guidelines of the Bismarck Parks and Recreation District (BRPD).

### RESPONSIBILITY/ACCOUNTABILITY

Employee is directly accountable for own his or her own actions or inaction.

Employee is to take direction from assigned supervisor or person responsible for successful completion of task.

### JOB DUTIES AND TASKS

The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require.

*\*Denotes Essential Functions*

\*Attend all meetings throughout the season.

\*Complete all training session requirements to include all pre-employment paperwork.

\*Work with the Open Gym Coordinator and Bismarck Public Schools to determine opening and closing procedures at assigned gym.

\*Arrange a meeting with school representatives prior to first weekend of Open Gym.

\*Report to the World War Memorial Building prior to each shift to pick up key card and any supplies needed at your gym.

\* Be on site 15-30 minutes before Open Gym start time. Turn on all lights, set out any equipment and complete opening checklist prior to the start of Open Gym.

\*Complete all required paperwork during your shift, including hourly gym count.

\*Complete Initial Incident/Accident Reports and Safety Concern Reports as needed and give to the supervisor the following day.

\*Represent BPRD in a professional and positive manner.

\*Turn in activity reports and timesheets in a timely manner.

\*Ability to lift 30 pounds alone or heavier lifting with assistance.

\*Report to work on time and ready to work. Absences must receive prior approval by the supervisor.

### **OTHER DUTIES AND TASKS**

Understand and follow the standard operating procedures outlined in the employee manual.

Inform supervisor prior to running out of supplies.

Establish and maintain positive and effective working relationships with facility staff, groups, associations, agencies and individuals.

### **QUALIFICATIONS**

Must have a general knowledge of variety of gym activities.

Ability to communicate and work with participants, parents, co-workers and school staff.

Must maintain a fitness level acceptable to perform the skills required of the position including strength and endurance testing.

The ability to effectively communicate verbally and in writing.

Ability to lift and carry objects up to 30 pounds alone or heavier with other employees.

### **WORKING CONDITIONS**

Work is located indoors at Bismarck Public School gyms.

Must be able to stand for 3-5 hours at a time.

Public contact is frequent.

Updated April 2015