

## **SITE AND FACILITIES SUPERVISOR**

This position entails the supervision of recreational programs and activities at all sites and facilities. Duties include but are not limited to answering questions and addressing concerns raised by participants, families, residents etc. The supervisor will also assist coaches, program liaisons and work under direct supervision from the Recreation Director. The supervisor is responsible for keeping an accurate inventory of all equipment and keep a log of equipment handed out and returned, unlocking restrooms and ensuring the locations have what they need to successfully run the program for that day/evening.

This position is part-time up to 25 hours/week. The supervisor must be at least 18 years or older, have a minimum of 3 years experience in a similar role, must be CPR and AED certified and must be able to work nights and weekends as needed. The supervisor must also be computer literate in Microsoft Office and submit timesheets weekly for review by the Recreation Director and Director of Public Works.