

## **Tuscaloosa County Park and Recreation Authority Job Description**

**Job Title:** Gym Supervisor  
**Department:** Recreation Programs  
**Reports To:** Program Supervisor  
**FLSA Status:** Non-Exempt  
**Job Level:** Level 1 - \$7.25 minimum to \$8.70 maximum  
**Prepared By:** Gary Minor  
**Prepared Date:** May 19, 2008  
**Approved By:** Don Kelly, Director  
**Approved Date:**

### **SUMMARY**

Monitors games in the gyms of the activity centers in accordance with PARA policies and procedures.

### **ESSENTIAL FUNCTIONS:**

Be thoroughly knowledgeable regarding appropriate PARA by-laws and other PARA policy and procedures.

Understand the approved method of implementation of all PARA facility operational procedures.

Uphold PARA standards by regulating employee and patron actions.

Open and close complex and monitor its use.

Supervise scorekeepers and maintenance personnel and notify PARA Athletics of necessary repairs.

Implement complex policies and discipline.

Promote upcoming PARA events.

Records, and if necessary, rules on any protests.

Earn CPR/basic First Aid certification.

Monitor games and activities in and around gymnasium and ensure safety of patrons. Report any safety issues, accidents/incidents using set guidelines and procedures.

Be thoroughly knowledgeable of PARA inclement weather procedures and game cancellation procedures.

Be knowledgeable of all rules associated with the different age groups.

Adhere to all policies and procedures as established in PARA's Employee Handbook and Administrative Handbook.

Keep work area neat.

Work with Maintenance and Center Division personnel to accomplish objectives.

### **SUPERVISORY RESPONSIBILITIES**

Supervise scorekeepers and clock operators. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning and directing work; addressing complaints and resolving problems.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED) preferred; or one year related experience and/or training preferred; or equivalent combination of education and experience preferred.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively with individuals, groups of customers or employees of agencies.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Current CPR/Basic First Aid Certification.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of

this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk and sit in sun lit area. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision and ability to adjust focus.

### **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.

The noise level in the work environment is usually moderate.

"It is the policy of Tuscaloosa County Park & Recreation Authority that no person shall, on the basis of race, color, creed, religion, sex, age, national origin or disability be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity."

**PARA is proud to be a "Drug Free Work Place."**

All employees are subject to random drug screens.