



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

**POSITION TITLE.....:** P/T Gym Supervisor (**Donner**)  
**DEPARTMENT.....:** Parks and Recreation  
**DIVISION.....:** Recreation  
**CLASSIFICATION/GRADE.....:** Groundsmen/101  
**REVISED.....:** 08/2018  
**REPORTS TO.....:** Athletic Program Coordinator  
**REVIEWED.....:** 08/2018  
**WAGES.....:** Hourly

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### **SUMMARY:**

Under the direction of the Athletic Program Coordinator, the Gym Supervisor shall oversee and coordinate the administration of the gym's activities and maintenance for the TPR events at the Donner Gym. Work includes performing a variety of administrative and programmatic work on a daily basis in support of assigned properties. Plans and coordinates activities and events involving Parish recreation programs such as basketball, travel teams, and other interested parties.

### **BASIC FUNCTIONS:**

1. Oversees day to day operations at facility and is on site representative of TPR.
2. Coordinates gym schedule with the Recreation District and their personnel.
3. Verify that officials, scorekeepers, and timekeepers work games as scheduled.
4. Coordinate with the TPR Sports Official Coordinator if officials fail to show on time to games and a replacement is required.
5. Responsible for ensuring that TPR equipment and supplies are available and in good, working condition.
6. Responsible for placing players on the correct rosters after sign-ups in most rural areas.
7. Responsible for implementation of recreational activities, collecting the fees for these activities and recording the information for proper deposit as required.
8. Keep facility calendar on TPCG Recreation website up to date for all games, practices, events, and changes thereto or inform TPR Administration and/or IT of any changes.
9. Administer all TPR policies and procedures, assuring a safe and healthy work place.
10. Collect, review, and approve timesheets submitted by officials, scorekeepers, and other personnel daily and submit to TPR Office weekly.
11. Address issues, problems, and concerns during facility use times in a polite and professional manner.
12. Report any accidents, problems, or issues as appropriate to TPR Administration on or before the next business day.
13. Contact the Athletic Program Coordinator or TPR Director if there are serious problems or issues.
14. Escort ejected fans, coaches, players, etc. from the facility and report incident to TPR Administration on or before the next business day.

15. Carry out the duties at the wishes of the Recreation Director or the Athletic Program Coordinator in the absence of the Recreation Director.
16. Assist the Recreation Department, if needed for registration, answering the telephones and other duties at the wishes of the Recreation Director or the Athletic Program Coordinator.

**OTHER REQUIREMENTS:**

1. Submit to background check, concussion protocol training, CPR certification, general first aid, and other training or certifications as may be required.
2. All Parish employees are required to complete Louisiana State Ethics Training annually.

**EDUCATION/EXPERIENCE:**

1. High School Diploma, GED or equivalent.
2. Prior experience is a plus.