Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE……..…: P/T Gym Supervisor **(Gibson Gym)**
DEPARTMENT…….: Parks and Recreation
DIVISION……...: Recreation
CLASSIFICATION/GRADE....: Groundsmen/101
REVISED……: 12/2020
REPORTS TO……: Athletic Program Coordinator
REVIEWED……: 12/2020
WAGES……...: Non-Exempt (Hourly)

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. Performs 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, volleyball, cheer, soccer, pickleball and open gym.

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 overseeing of recreational activities.
7. Keep facility calendar up-to-date for all games, practices, events, and changes thereto or inform TPR Administration.
8. Administer all TPR policies and procedures, assuring a safe and healthy workplace.
9. Collect, review, and approve timesheets submitted by officials, scorekeepers, and other personnel daily and submit to TPR Office weekly.
10. Address issues, problems, and concerns during facility use times in a polite and professional manner.
11. Report any accidents, problems, or issues as appropriate to TPR Administration on or before the next business day.
12. Contact the Athletic Program Coordinator or TPR Director if there are serious problems or issues.
13. Escort ejected fans, coaches, players, etc. from the facility and report incident to TPR Administration on or before the next business day.
14. Carry out the directives of the Athletic Program Coordinator.
15. Assist the Recreation Department, if needed for registration, answering the telephones and other duties at the direction of the Recreation Director or the Athletic Program Coordinator.
16. Any and all other job-related duties as assigned.

OTHER REQUIREMENTS:

1. Submit to and clear a background check.
2. Any and all other training as may be required.
3. All Parish employees are required to complete Louisiana State Ethics Training annually.
4. Must be able to work nights, weekends, and holidays.

EDUCATION/EXPERIENCE:

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