



JOB RESPONSIBILITIES

Part-Time, Seasonal Position. The Terrebonne Parish Consolidated Government's PT Groundsman – Gym Supervisor is responsible for overseeing and coordinating the administration of the facility's activities and maintenance for Terrebonne Parish Recreation events.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Monday to Thursday

Must work weekends and holidays for scheduled events as needed.

SHIFT

4 p.m. to 8 p.m.

LOCATION

Varies – work at different venues throughout the parish as needed.

REPORTS TO

Athletics Program Coordinator

PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

WORK ENVIRONMENT

Frequent interactions with members of the public.

Indoors and outdoors in varying climates and conditions.

EMERGENCY EVENTS

Not required to work during emergency events.

REQUIREMENTS

Pass background check

Obtain required certifications

In this role, the incumbent will monitor facilities during activities and events, such as basketball, volleyball, baseball, softball, cheer, and other activities/events as needed. Maintain facilities, equipment, and grounds.

JOB DUTIES

- Monitor facilities, oversee activities, and act as the on-site representative of the Quality of Life Department (QOL).
- Verify that officials, scorekeepers, and timekeepers work scheduled games, and work with the program coordinator if a replacement is required.
- Ensure equipment and supplies are available and in good working condition.
- Coordinate facility use schedule with Recreation Department for games, practices, and events, and communicate any changes to the QOL Administration.
- Administer QOL policies and procedures to ensure a safe and healthy workplace.
- Collect, review, and approve time sheets for officials, scorekeepers, and other personnel. Submit to QOL Department weekly.
- Address issues, problems, and concerns during facility use in a polite and professional manner. Report accidents, problems, or issues to the QOL Administration promptly. Contact the Athletic Program Coordinator immediately for serious issues.
- Escort ejected fans, coaches, players, etc. from the facility and promptly report the incident to the QOL Administration.
- Maintain cleanliness of facilities, grounds, and restrooms by dusting, sweeping, mopping, picking up trash and other debris, replenishing supplies, etc.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform other duties as assigned by supervisor.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Ability to lead, motivate, and manage a diverse team.
- **Time Management:** Ability to efficiently manage several tasks at once under pressure to ensure the gym and games are properly scheduled and staffed.
- **Analytical Skills:** Must be able to evaluate risks and make quick decisions to ensure a safe environment for staff and the public.
- **Communication Skills:** Strong ability to communicate clearly and professionally, to ensure effective interaction with staff and the public in a friendly, professional, and customer-focused manner.
- **Organizational Skills:** Ability to prioritize tasks, manage multiple responsibilities, and keep accurate records to ensure smooth operations.
- **Technical Skills:** Proficient in Microsoft Office Systems (Word, Excel, Outlook) for managing records, creating reports, and processing payroll.
- **Qualifications:**
 - High school diploma or equivalent (GED) required.

Questions? No problem!
Email us at employment@tpcg.org.