

Field House Supervisor Job Description

Positions available: 6 Positions

Hours Worked: After School and Weekends (varies and flexible)
Other hours as scheduled or needed

Rate of Pay: \$11.00-\$14.00 DOQ and experience

Qualifications:

- 16 years of age and older
- CPR and First Aid desirable – will train right candidate
- Strong leadership and communication skills
- Be honest, dependability, enthusiasm, and have a desire to deal with the public in a positive and tactful manner.
- Computer and money handling skills
- Work well in fast paced environments
- Self-motivated
- Organized and detail oriented

Duties:

- Ensure guest satisfaction and enjoyment.
- Professional in dealing with patrons.
- Understand and use Point of Sale/pass management and other required software.
- Handle money and daily paperwork in an organized and detail-oriented manner.
- Be alert and responsive to any emergency situation.
- Enforce rules in a firm, courteous, and consistent manner.
- Perform opening and closing duties as expected.
- Contact supervisors in the event of situations needing additional attention.
- Perform minor first aid and distribute band-aids, icepacks, etc.
- Handle guest concerns, problems, or suggestions in a calm, professional and courteous manner.
- Put away equipment and clean up.
- Make announcements as needed.
- Other duties and responsibilities as assigned.

On duty expectations:

Welcome guests with a positive attitude.

Keep front desk area neat and professional.

Interact with patrons utilizing the facility.

Cleaning and Maintenance as needed.

Supervisor:

Field House Supervisors are under the direct supervision of the Assistant Director of Parks and Recreation along with the Program Assistant.