

## Position Description



TITLE: Facility Monitor  
DATE: September 2016  
DEPARTMENT: Parks and Recreation  
DIVISION: Recreation Division  
STATUS: Seasonal  
PAY RANGE: \$7.25 - \$9.25 per hour

SUPERVISION RECEIVED: Works under the direction of the Director of Parks & Recreation and the Recreation Site Supervisor.

SUPERVISION EXERCISED: None

GENERAL PURPOSE: To assist in the coordination of a variety of recreation programs and leagues by monitoring and supervising youth sports league practices at assigned facilities, ensuring participant safety and satisfaction as well as facility safety and post-practice cleanup.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Enforce all facility rules.
2. Secure and protect City and School District facilities from damage during scheduled use.
3. Assist in the set up/tear down and cleanup of program areas after use.
4. Contact facility custodians as needed during shift.
5. Communicate with the Director of Parks & Recreation regarding concerns and issues with facility rules, safety issues, participants, or spectators.
6. Report ALL incidents (physical injury or behavioral) to the Director of Parks & Recreation within 24 hours of the event.
7. Report all facility maintenance concerns to the Custodial crews or Director of Parks & Recreation, as applicable, immediately.
8. Offer the highest quality customer service to program participants.
9. Communicate program information to participants and participant feedback to department staff.
10. Perform other duties as assigned.

### DESIRED MINIMUM QUALIFICATIONS:

1. Interest in or knowledge of sports in general.

SPECIAL REQUIREMENTS: Position is subject to working weekend and evening hours.

TOOLS AND EQUIPMENT USED: Scoreboards, controls, basketball hoop manual cranks, net tightening cranks, mops, brooms, other custodial equipment, and miscellaneous hand tools.

PHYSICAL DEMANDS: Must be able to make visual inspections of various activity sites, regular walk-throughs of facility areas open to the public; must be able to observe and identify safety hazards, operational concerns, and spectator/player behavior; climb elevated areas; pushed, pulls, or carries up to 25 pounds for general site preparation duties.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Position includes indoor/outdoor duties and may work in inclement

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

While performing the duties of this job, the employee regularly works near areas in which program participants are physically active and practices or games with balls or equipment in motion are under way. The employee occasionally works near moving mechanical parts and is occasionally exposed to cold, wet and/or humid conditions, fumes or airborne particles, and toxic chemicals. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually relatively loud.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_ Acknowledged: \_\_\_\_\_  
Supervisor Employee

Effective Date:  
Revision History: