

**TOWN OF GORHAM
JOB DESCRIPTION**

**GORHAM RECREATION DEPARTMENT
PROGRAM SUPERVISOR**

General Summary:

This position is under the direct supervision of the Director of Recreation Programs. The employee is a visible representative of the Gorham Recreation Department and is responsible for the general supervision of the Department's basketball leagues and programs. Work hours are variable (4-20 hours a week) and generally occur Monday through Thursday evenings and Saturday mornings and afternoons at different gyms throughout the Town during the basketball season (December – March).

Position Classification: This position is classified as a part-time, hourly (non exempt) position.

Supervisory Responsibilities: This position supervises part-time employees assisting with gym sports activities.

Essential Job Functions:

- Must be able to consistently work a variable schedule to include evening and weekend hours, typically Monday – Thursday in the evening and Saturday mornings and afternoons, depending on the demands of the program.
- Must be able to promote a positive environment that fosters fun and safety while maintaining good public relations and providing excellent customer service.
- Must be able to project a positive image of the Recreation Department at all times that includes wearing proper attire.
- Must be able to be punctual and arrive in ample time to report to position at the scheduled time.
- Must be able to attend required trainings.
- Must be able to fulfill commitments to scheduled shifts and be able to notify a supervisor personally and in a timely manner if unable to meet a commitment due to illness or other circumstances.
- Must be able to maintain an effective working relationship with Director of Recreation Programs, Recreation staff, volunteer coaches, and Town staff.
- Must hold a Maine Driver's License and be insurable in a normal risk pool.
- Must be able to maintain the confidentiality of any sensitive information.
- Must have normal vision and be capable of using a cell phone and gym equipment.
- Must be able to stand, walk, stoop, kneel, and reach for participation in physical activities.
- Must be able to work independently and exercise good judgment when making decisions.
- Must be able to communicate effectively orally and in writing.

- Must be able to confidently and tactfully enforce gym rules.
- Must be able to lift up to 50 lbs.

External and internal candidates, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either aided or with assistance of a reasonable accommodation to be determined by management on a case by case basis.

Duties and Responsibilities (Illustrative Only)

- Responsible for ensuring safety of the gym users.
- Responds to incident, accident, and behavior concerns.
- Supervises the work of other part-time staff and/or volunteers who are assisting with a gym program.
- Ensures emergency procedures are followed and notifies supervisor promptly of any incidents, accidents, and behavior concerns.
- Interacts with volunteer coaches and assists with problem-solving and other requests.
- Knows the location of the first aid kit, nearest phone, and incident reports.
- Organizes and puts away equipment. Walks the bleachers and sweeps and cleans up any trash.
- Operates scoreboard.
- Reports any damaged equipment to supervisor .

These are illustrative and temporary work guidelines. Employees in this position are expected to perform other tasks and work as required.

Desirable Education and Experience

- Must be at least 18 years of age.
- Graduation from an accredited high school or its equivalent.
- Current certifications in CPR and First Aid preferred.
- General knowledge of basketball and gym sports preferred.
- Work experience in a customer service setting preferred.

Working Conditions/Physical Demands

- Work is generally performed indoors.
- Work is performed in a moderate to considerably noisy environment.
- Work includes physical activities such as lifting, sweeping, and moving gym equipment.

The above statements are intended to describe the general ratio and level of work being performed by people assigned to do this job. It is not intended to be an exhaustive list of responsibilities and duties required. This job description may be changed, at any time, at the sole discretion of the Town of Gorham to provide for the changing needs.

ADOPTED: October 28, 2016