



JOB DESCRIPTION

JOB TITLE:	Site Supervisor	FLSA:	Non-Exempt
REPORTS TO:	SLARA Recreation Coordinator	DATE:	10/3/2022

SUMMARY:

Site Supervisor will be responsible for overseeing The Gathering Place rentals and sports leagues. The position is part time, working mostly evening and weekend hours. Occasional opportunities available for special events.

ESSENTIAL FUNCTIONS:

*Essential functions as defined are ILLUSTRATIVE ONLY and not a comprehensive listing of all functions and duties performed. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Acts as a Site Supervisor for recreation programs including but not limited to Special Events, Enrichment, and Sports Leagues
- Supervises SLARA MPR during rentals and/or recreation programs
- Helps move equipment needed for rentals and/or recreation programs onsite
- Serves as a liaison between the SLARA staff and program participants and/or the public
- Inspects the MPR and/or satellite locations prior to any programs/rentals and upon completion and reports any issues to the SLARA Staff
- Prepares and maintains rental/program documentation as requested
- Responds to public inquiries and feedback related to rentals and/or programs and maintains good public relations.
- Promotes SLARA in the community
- Contributes to the efficiency and effectiveness of SLARA's service to its customers by offering suggestions participating as an active member of a team
- Demonstrates courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.
- Other duties as assigned

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and/or skill required.

Education and Experience:

- High School Diploma or G.E.D is required

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Michigan Driver's License.
- CPR & First Aid certification preferred.

Required Knowledge and Skills

Knowledge of:

- Good oral and written communication skills
- Must be able to detect and report property or equipment defects
- Ability to work efficiently and pleasantly with all members of the public and other employees
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.
- Must have the ability to work independently
- Ability to maintain written records as required
- Ability to enforce departmental rules and regulations, operating procedures, and policies

Skills in:

- Using initiative and independent judgment within established procedural guidelines.
- Preparing clear and concise reports, correspondence and other written materials.
- Establishing and maintaining effective working relationships with all personnel contacted in the course of duties.

PHYSICAL/MENTAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in an office setting, use standard office equipment and stamina to sit/stand for extended periods of time; agility to participate in recreation activities; strength to lift and carry up to 50 pounds; vision to read printed materials and computer screen; and hearing and speech to communicate in person or over the telephone.

WORKING ENVIRONMENT:

Work is performed both indoors and outdoors and can include rough terrain, inclement weather, and loud noise. Position will require flexible schedule as most work will be performed during evenings and weekends. This is a year-round position and hours will vary greatly week to week. There is no set schedule for this position and hours are not guaranteed each week.