



## Recreation & Community Services Department

2450 S. 68th Street, West Allis, WI 53219

(414) 604-4900

[www.wawmrec.com](http://www.wawmrec.com)

Position: Gym Supervisor-Youth and Adult Sports- Part Time Seasonal

Summary: The gym supervisor works under the direct supervision of the Recreation Program Manager. This position is responsible for the oversight of practice and game day operations for various sporting events and leagues.

### Qualifications:

- Must be at least 18 years old.
- General knowledge of sport specific rules and regulations and how they should be applied according to game play.
- Supervisor will approach the position as a representative of the department, displaying respect for the facility, participants, and co-workers.
- Knowledge of program specific court dimensions and equipment, ability to execute game set up.
- Must be able to handle conflict resolution with participants/spectators prior to, during and after events.
- Ability to share general department program knowledge and answer or direct questions to appropriate department personnel.

### Responsibilities:

- Greet and welcome all participants, parents, and/or community members.
- Help to create and ensure a safe program environment which may include program set-up and clean-up and general cleaning of spills, bodily fluids, etc. as the program dictates.
- Work collaboratively with all other district and department personnel.
- Representative of the Recreation Department, uphold and exemplify department policies and guidelines in all aspects of job performance and in relationships with children, families and district employees as outlined in the department employee handbook.
- Administer and/or assist with basic First Aid and completion and submission of accident report forms.
- Serve as a point of contact in event of an emergency (medical, weather, fire, security, etc.).
- Communicate program information, expectations to participants, parents, and/or community members.
- Communicate all program changes, incidents, needs, or concerns to immediate supervisor or department program administrator.



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- Complete, collect, and submit all applicable forms, reports, and payroll documentation as directed by immediate supervisor or department administrator.
- Ability to facilitate conflict resolution and independently problem solve as directed by immediate supervisor or department administrator.
- Arrive on time or early and dress properly to perform duties.
- Monitor activity at program entrances and hallways and direct participants to proper program location.
- Check in program participants if necessary.
- Answer questions and/or direct questions to the appropriate person.
- Open, close and secure the building and or rooms, if necessary.
- Fill out score sheets prior to the start of games and collect and submit all forms and reports.
- Problem solve staffing conflicts and contact alternate officials if needed.
- Communicate pertinent program information including completed game scores or needs to the Recreation Program Manager.
- Sweep gym floors prior to games and activities.
- Clear snow and spread salt at main program entrances.
- Communicate expectations of behavior during games and check the gym and playing area for any safety hazards and address them, if applicable.
- Keep and ensure an accurate record of score throughout game play, if applicable.
- Programs set up and take down sport specific equipment.
- Maintain the scheduled game times.
- Other duties as assigned by immediate supervisor or department administrator.

### Application Procedure:

Candidates must complete an application at [www.wawmrec.com](http://www.wawmrec.com) and submit.

*The West Allis-West Milwaukee Recreation and Community Services Department does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.*

*This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*