

**St. Michael –Albertville Public Schools  
JOB DESCRIPTION**

JOB TITLE		DEPARTMENT/SECTION	SUPERVISOR
Activity Center Aide		Community Education and Services	Aquatics, Facility and Activity Center Coordinator
<b>JOB SUMMARY:</b>  Supervise the day to day operations of the Activity Center			
<b>QUALIFICATIONS:</b>  Excellent customer relations skills and knowledge of fitness equipment			
TASK NO.	DESCRIPTION WORK YEAR: 260 days	FREQUENCY	

- |   |  |     |
|---|--|-----|
| 1 | Supervise Activity Center and maintain a secure atmosphere                 | 65% |
| 2 | Set up courts for sports activities  | 10% |
| 3 | Assist with memberships and in promoting the Activity Center               | 10% |
| 4 | Provide excellent care and disinfect equipment                             | 5%  |
| 5 | Attend meetings, workshops and training sessions as directed by supervisor | 5%  |
| 6 | Perform other duties as assigned   | 5%  |

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SUPERVISOR'S APPROVAL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMMITTEE'S APPROVAL

\_\_\_\_\_  
DATE