

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

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Assistant Activity Center Coordinator	Community Education and Services	Facilities, Activity Center, and Programming Coordinator
<p><b>JOB SUMMARY:</b></p> <p>Plan and implement youth and adult intramural programs, organize and promote fitness classes and youth and family events and supervise the day to day operations of the Activity Center and All-Purpose Stadium.</p>		
<p><b>QUALIFICATIONS:</b></p> <p>Bachelors degree in Community Education, Recreation, Education or related field preferred; knowledge of fitness equipment; excellent customer relations skills</p>		
TASK NO.	DESCRIPTION WORK YEAR: 260 days (paid hourly)	

- 1 Supervise Activity Center and All-Purpose Stadium/facility while maintaining a secure atmosphere
- 2 Plan and implement the intramural program
- 3 Plan and implement activities for youth and families including special events
- 4 Design and promote fitness classes
- 5 Plan and implement sports leagues for youth and adults
- 6 Set up Activity Center courts for sports activities
- 7 Clean and disinfect equipment

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- 8 Assist with memberships and in promoting the Activity Center
- 9 Supervise the Activity Center Aids and Supervisor
- 10 Create promotional materials including flyers, brochure pages and newspaper ads
- 11 Attend meetings, workshops and training sessions as directed by supervisor
- 12 Performs other related duties as assigned

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SUPERVISOR'S APPROVAL

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
DATE