



River Forest Park District

Job Description

Job Position Title: Basketball Site Supervisor 2021

Salary Range: \$13.00-\$15.00

Starting Salary Range: \$13.00-\$13.80 (Note: Must be within the first 40% of the Salary Range.)

Working Hours: The Basketball Site Supervisor is a part-time position working assigned hours. The scheduled days of work will correspond with the rec. basketball schedules. Monday – Friday evenings and Saturday mornings.

Summary: The Basketball Site Supervisor is responsible for bringing out all the basketball equipment, first aid kit and site packet. Setting up and running the scoreboard. Monitoring the gyms and hallways, making sure participants and spectators stay in the gyms. Keeping the facility clean & neat by picking up garbage, putting away all equipment, and collecting lost & found items.

Qualifications: Minimum of 16 years of age. In good physical condition with sufficient strength to lift and hold 25 lbs.

Immediate Supervisor: The Basketball Site Supervisor reports to the Athletic Manager.

Essential Functions:

1. Bring out equipment for practices/games.
2. Monitor gyms and hallways.
3. Keep Facility clean & neat.
4. Keep Facility secure.
5. Keep players, coaches and parents, from wandering the hallways.
6. Report all problems immediately to the Athletic Manager.

Marginal Functions:

1. Respond to user, complaints, comments and concerns.
2. Be familiar with the River Forest Park District emergency procedures.

Psychological Considerations:

1. Must be able to function effectively in a fast-paced environment.
2. Must be able to deal with people under stressful and demanding situations.
3. Must be able to function under stressful situations when first aid or CPR is required.

Physiological Considerations:

1. Perform tasks that require walking, bending, stooping, standing, kneeling, climbing, reaching, and sitting.
2. Perform lifting tasks up to 25 pounds.

Environmental Considerations: Most activities are performed indoors; these conditions include lighting & temperature.

Cognitive Considerations: The Basketball Site Supervisor must exhibit good problem solving ability and good judgment in keeping with the mission of the park district.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements and working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change; e.g., emergencies, deadlines, personnel changes, workload and technological development, etc.