

Warrenville Park District

Job Description

Job Title: Pickleball Site Supervisor

Department: Recreation

Employee Classification: Short-term

Immediate Supervisor: Athletic and Facility Supervisor

FLSA Status: Non-Exempt

JOB STATEMENT

Responsible for site and/or program specific supervision at Pickleball; including open gyms, rentals, seasonal mixers, league play, and tournaments.

QUALIFICATIONS:

1. 18 years of age; high school diploma.
2. The ability to communicate both written and orally with supervisors and the general public.
3. Strong organizational and record keeping skills.
4. The ability to work independently, efficiently and attend to details.
5. Knowledge of Pickleball activities under his/her supervision.
6. Must be First Aid/CPR certified.
7. DCFS Certification of Mandated Reporter of Child Abuse and Neglect.

DUTIES AND RESPONSIBILITIES

Essential Functions:

1. Directly supervises all pickleball activities within assigned program areas.
2. Prepares program site for pickleball.
3. Relay information from park district staff to participants and vice versa.
4. Report on any possible maintenance problems at program site in writing and orally.
5. Responsible for assisting in inventory of program equipment and supplies.
6. Regular attendance and punctuality.
7. Report any behavioral or disciplinary problems taking place at program site in writing and orally.
8. Record information on program activities.
9. Be prepared to contact the Athletic and Facility Supervisor if circumstances call for the potential to cancel programs.
10. Be prepared to notify authorities (police, fire, etc.) when needed.
11. Clean up program site after daily activity.
12. Be prepared to offer CPR/First Aid as needed.
13. Act in a non-violent, non-confrontational manner to cool disputes and arguments among fans, coaches, and participants.
14. Other duties as directed by supervisory staff.

Knowledge, Skills and Abilities

1. General knowledge of pickleball and the ability to implement necessary program rules and regulations.
2. Ability to work well with participants and engage their assistance in operating recreation programs.
3. The ability to be well organized and establish priorities.
4. Ability to resolve problems, handle conflict and make effective decisions under stressful conditions.
5. Ability to function independently, possessing a high degree of self-motivation and self-direction.
6. Skill in oral and written communication and the ability to use these in establishing working relationships with district employees, community officials and the public.
7. Ability to make correct and safe judgments under "normal" and highly stressful circumstances and situations.

8. Must exhibit good problem solving and good judgment in keeping with the mission of the park district.
9. Knowledge of the park district and department policies and procedures.

Safety Responsibilities:

1. Actively support the safety program so that it will effectively control and reduce accidents.
2. Work in harmony with the district staff to implement safety program rules and procedures.
3. Maintain a working knowledge of all general and departmental specific safety rules.
4. Obey and enforce the practical safety rules, regulations, and procedures established by the Park District that is pertinent to the activity.
5. Ensure that all management policies are fully implemented for maximum efficiency for each job.
6. Take corrective action for any unsafe condition that is observed which could adversely affect the safety of an employee or the public.
7. Continually observe and evaluate work conditions and work procedures to detect and correct unsafe conditions and practices.
8. Assist with emergency procedures and building/site evacuation.

Physical Requirements

1. Requires sitting, standing, bending, reaching, and a normal range of hearing and vision.
2. Occasionally lifts and carries items weighing up to 40 pounds.
3. Requires hand-eye coordination and manual dexterity to operate program equipment and prepare written reports.
4. Requires eyesight, correctable to 20/20 to read numbers, registration forms, reports, scoreboards, and other game equipment.
5. Requires hearing within normal range for telephone and customer service.
6. Prolonged standing during special events may be required.
7. Requires assisting with set up of programs and special events as needed.
8. Requires working in areas, which are not air-conditioned.

Working Conditions

1. Normal gym/court environment with some exposure to excessive noise, dust, temperature and the like.

The above is intended to describe the general content of and requirements for the performance of this job and is not to be construed as an exhaustive statement of essential duties, responsibilities, and requirements.

I hereby acknowledge receipt and an overview of the requirements and responsibilities of the position in which I will hold at the Warrenville Park District. I further understand that the Job Description is intended to describe the general content of and requirements for the performance of this job and is not to be construed as an exhaustive statement of essential duties, responsibilities, and requirements.

In the event that I am unsure of my requirements or responsibilities, it is my duty to seek assistance from my Supervisor. I am aware that the Job Description may be changed and an updated copy will be available to me.

Employee Name

Employee Signature

Date