

Township of Ocean Recreation Office

**Adult Basketball Program Supervisor
Job Description**

Qualifications

- At least 21 years of age.
- Strong public relations skills necessary.

General Description of Responsibilities

The Program Supervisor represents the Township in the care and operation of the facility. Users will heed the requests of the Facility Supervisor for the enforcement of regulations. The Program Supervisor will work under the direction of the Recreation Director and/or her designee to provide a safe and beneficial recreation program.

Essential Responsibilities

- Unlock and inspect facility upon arrival assuring no unsafe or concerning conditions
- Independently set up facility for basketball (i.e. raise/lower baskets, open/draw curtain...)
- Assure participants are registered in the program by taking attendance/checking people in.
- All participants must be registered before playing. If a person is not-registered they must leave the facility.
- This program is for registered adults only, no children or guests allowed.
- Help organize/direct pick-up game play.
- Remind participants that only water is allowed in the gym.
- Calmly and professionally advise registrants if they are acting in an inappropriate manner. Contact Police Headquarters/program coordinator if needed.
- Assure facility users leave gymnasium in appropriate condition (i.e. all debris placed in appropriate trash/recycling containers).
- Provide light maintenance duties if necessary.
- Document concerns and comments to be brought to the attention of the Recreation Office.
- Also communicate verbally positive and negative situations as they arise.
- Secure facility at conclusion of the program.

Essential Dates/Times: Sunday Mornings, 7:45 am – 10:15 pm, during the Summer session of Recreation Programs.

Other Pertinent Information:

Position pays \$12.00/hr. and will be paid on payroll.
Pre-employment drug screening is required.