

*Township of Ocean Department of Human Services*  
**Indoor Recreation Facility Supervisor**  
**Job Description**

**Qualifications**

- Strong public relations skills necessary.
- Ability to calmly and politely address questionable situations.

**General Description of Responsibilities**

The Facility Supervisor represents the Township in the care and appropriate use of the meeting room facilities. Users will heed the requests of the Facility Supervisor for the enforcement of regulations. The Facility Supervisor will work under the direction of the Recreation Director and/or her designee to provide a safe and beneficial recreation facility. Facility Supervisors may not accept gratuities.

**Essential Responsibilities**

- Arrive on site **15 minutes prior** to the start of a scheduled function and remain on premises until facility is cleaned and secured.
  - Use time clock in basement to check in and check out.
- Greet event host(s) upon arrival and review event specifics.
  - If a teen event, assure the required number of chaperones are present and their check-in list is available
  - If reservation form indicates that no alcohol would be on the premises reiterate that no alcohol will be permitted regardless of your presence within the building.
  - Confirm clean up time and cleaning responsibilities
- Throughout event(s) assure the property of the Township of Ocean is not abused and is used in an appropriate manner.
- Calmly and professionally advise the event host if you are witness to a guest acting in an inappropriate manner (disruptive, vulgar language, aggressive, unsupervised youth ). It is understood that the event host is responsible to assure that appropriate behavior is demonstrated by facility users. Contact Police Headquarters if situation does not improve immediately **and the contact Recreation Director's designee.**
  - Police involvement may result in the immediate termination of event.
- Provide light maintenance duties if necessary.
- Document concerns and comments to be brought to the attention of the Recreation Director or her designee.
- Also communicate verbally positive and negative situations as they arise.

**Essential Dates/Times:**

Due to the necessity of flexible scheduling, multiple individuals will be secured to work in this capacity. Private social functions are scheduled primarily Fridays, Saturdays & Sundays; hours will vary.

**Other Pertinent Information:**

Position pays \$12.50/hr.

Pre-employment drug screening is required.

Please note that it may be necessary to cancel scheduled hours if facility user cancels reservation.