

## **Building Supervisor - Sports Center**

**Schedule:** Part-time, hours vary, generally weeknights and weekends

**Qualifications:** Must be a minimum of 21 years of age and submit to a criminal background check. First aid/CPR/AED Certified or willing to obtain.

### **Essential Functions:**

- Oversee operations of Sports Center during weekday evenings, weekends and holidays.
- Collect daily open gym fees and administer open gym procedures.
- Reconcile cash register for shift transactions, including cash, credit card, check and punch card transactions.
- Provide friendly customer service consistently and following park district policies.
- Provide general and emergency first aid as necessary and following proper park district reporting procedures.
- Attend all required staff trainings and meetings as assigned by Recreation Facilities Manager.
- Provide direction to Part-Time Facility Attendants.
- Perform all tasks within the rules and guidelines of the District's safety and operational codes and programs.

Please complete an application found on our website and return it to 814 Hart Road, Round Lake, attn. Human Resources. Email resume or application to [jobs@rlapd.org](mailto:jobs@rlapd.org).