

CITY OF NORTH RIDGEVILLE, OHIO

JOB DESCRIPTION:

Title: Site Supervisor
Position Classification: Site Supervisor
Department: Parks and Recreation
FLSA Status: Non-Exempt
Job Status: Seasonal, Weekends, Evenings
Grade Number:

SPECIFIC RESPONSIBILITIES:

- Preparation, development, and organization of activity content.
- Supervision of planned activities and staff members in the performance of their job.
- To secure and maintain an accurate record of participants.
- To maintain an accurate record of participant's attendance.
- Collection of fees and proper handling of receipts as directed and needed.
- Handling of all participant behavioral problems in accordance with departmental policies.
- To maintain activity area in a neat and orderly manner at all times.
- Submitting reports as required and requested.
- Assume any other task or duty as required or requested when it is deemed necessary for the successful operation of the class or activity.

SUPERVISION RECEIVED:

Works under the direction of the Parks and Recreation Supervisor.

SUPERVISION EXERCISED:

Supervises part – time recreation staff, seasonal employees, and volunteers.

MINIMUM QUALIFICATIONS:

- At least 18 years of age.
- High School or College Graduate.
- Ability to assign, supervise, and evaluate others in the performance of their duties.
- Ability to work with participants of all ages.
- Ability to handle responsibility and exercise mature and good judgment in evaluating and rendering decisions. Must possess a valid driver's license and retain the ability to be insured by the City's Liability Carrier.
- The City of North Ridgeville promotes a drug / alcohol free work environment through the use of a mandatory pre-employment drug testing.
- Must be able to pass a thorough background check.