Department:St. Mary's County Recreation and Parks
Division: Facilities
Position: Program Supervisor I (Facility Rentals)
Rate: Starting at $15.00 per hour
Job Location: Various Recreation Centers
Hours: Weekends & Evenings (Variable/Part-time)

Supervision:
Supervisor: Program Coordinator

General Statement of Duties:
Responsible for opening and closing facility for rentals. Provides supervision and ensures customers' appropriate use of facility. Responds to customers' inquiries during rental and ensures that customers' needs are met.

Essential Responsibilities:
The program supervisor will:

- Always maintain a professional self-image and project the values of the department
- Interact respectfully and professionally with all customers and staff
- Open and inspect building prior to rental and inspect and secure building after rental (including setting alarm), notify coordinator of any facility or rental concerns
- Supervise customers use of facility to ensure safe and appropriate usage of facility
- Communicate with customers during the event to ensure rental runs smoothly and customer's needs are met
- Ensure number of participants does not exceed number allowed and event is in accordance with rental agreement
- Complete all paperwork, including behavior/incident reports, accident reports, logs, and checklists in accordance with Recreation and Parks policies
- Act as a positive ambassador for the department
- Maintain location in a clean and orderly manner; assist customers with facility usage
- Ensure common areas (restrooms, hallways, offices, and rental area) in the facility are disinfected prior to securing the facility
- Adhere to department's confidentiality policies
- Attend mandatory meetings and trainings

Job Specifications:

Minimum Qualifications: Must be at least 18 years old.

Education/Experience: High School diploma or equivalent. Experience in facility supervision or management preferred. Must be available to work weekends and occasional weekday evenings.

Required Knowledge and Skills/Abilities:

- Judgement/Decision Making – Uses logic and reasoning to understand, analyze, and evaluate situations and exercises good judgment to make appropriate decisions.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, organizations, and the public. Refers complex inquiries to recreation specialist or coordinator.
- Customer Service – ability to provide an excellent experience for customers by anticipating and meeting customer needs
- Communication – Considerable ability to effectively communicate with children, families, and staff. Ability to listen and understand information and ideas presented verbally or in writing. Ability to professionally and effectively communicate in writing and verbally.
- Problem-solving – ability to anticipate problems and develop and implement appropriate solutions

Additional Requirements:

An acceptable general background investigation to include a federal, state, and local state criminal history, and a sex offender registry check. Individuals in this position cannot be listed as having a founded child abuse or neglect complaint and must pass a Child Protective Services check.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to stand; walk; run; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Employee must be able to communicate with people. Specific hearing abilities required by this position include hearing normal conversations, alarms, and other emergency signals. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus. The employee may be required to work outside.

To Apply: Complete the Recreation and Parks application form found at www.stmaryscountymd.gov/docs/jobapplication.pdf

Contact: Send completed application form to RPinfo@stmaryscountymd.gov or call the R&P Recreation Division at 301-475-4200 ext. 1800.

If you are interested in working a specific location, please contact zachary.zalovic@stmaryscountymd.gov for **Leonard Hall Recreation Center**, or crystal.haislip@stmaryscountymd.gov for **Carver Recreation Center.**