



JOB OPPORTUNITY

THE CITY OF ST. JOSEPH • CITY HALL-HUMAN RESOURCES
1100 FREDERICK AVENUE • ST. JOSEPH, MO 64501
(816) 271-4670

Seasonal Position

Position Title:	Gym Supervisor - Youth Basketball and Volleyball
Wage Rate:	\$9.20 per game
Closing Date:	Open Until Filled
Required:	Must attend one of the following clinics: Saturday, November 13, 2010 9:00 a.m. or Saturday, November 20, 2010 9:00 a.m. @ Muchenberger Ctr.

Job Summary

Supervises gym activity in the Parks, Recreation & Civic Facilities youth basketball/volleyball program. Seasonal employment.

Supervisory Responsibility

Integral to the position of Gym Supervisor is the responsibility for developing subordinates to their fullest potential by exercising appropriate degrees of coaching, training, guiding, evaluating, correcting and, if necessary, disciplining.

Essential Duties and Responsibilities

1. SUPERVISES gym activities. REPORTS no-show gym staff (referees and scorekeepers) to program supervisors.
2. PATROLS gym and adjacent hallways, restrooms and remains aware of activities in these areas.
3. CONTROLS conduct in and around the gym and CALLS program supervisor for assistance when needed.
4. PREPARES daily supervisors gym report and forwards to park office on next business day.
5. DIRECTS the setup/tear down of gym for games.
6. CARRY all supplies to and from each game i.e. balls, forms, equipment, timer.

Other Duties and Responsibilities

1. SUBSTITUTES for referee or scorekeeper when necessary.
2. PERFORMS all other related duties as assigned.

Employee Behavior and Conduct

City employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest and respectful.

Required (Essential) Knowledge, Skills and Abilities

1. Skills in communicating effectively with managers, players, other officials and spectators.
2. Excellent and detailed knowledge of the rules and regulations of volleyball/basketball.
3. Ability to be accurate, alert, observant, fair and able to make quick decisions and adhere to those decisions in high pressure situations when at times decisions will be unpopular.
4. Ability to be firm and deal with criticism from a diverse group of people.
5. Ability to step in and perform referee or scorekeepers duties as necessary.

Material and Equipment Directly Used

Equipment such as basketball/volleyball, scorekeeping equipment, whistle and all other related to basketball. There may be times when use of personal vehicle may be required.

Working Conditions/Physical Requirements

Work is performed in a gym setting with high volume of noise. Must be able to walk, run, stand, hear and speak in order to perform essential duties.

Education

Must be at least 16 years of age. High school diploma or equivalent desirable.

Other

Must be able to attend one of the two scheduled clinics. Saturday, November 13 or Saturday, November 20, 9:00am, Muchenberger Center.

AN EQUAL OPPORTUNITY EMPLOYER

The City is a Governmental entity subject to Section 504 of the Rehabilitation Act of 1973, which requires that otherwise qualified handicapped individuals be protected from discrimination.

08/19/10