

# Site Supervisor

## City of Albany Department of Recreation

**Location:** Various    **Salary:** \$15.52/hour    **Type:** Seasonal

### Examples of Duties and Responsibilities:

The site supervisor is responsible for the overall supervision of practices, games and other events as scheduled at City of Albany Recreation Facilities. The site supervisor shall be accountable for the supervision of buildings and grounds during facility rentals.

- Comply with all policies and procedures as required by the City of Albany Department of Recreation
- Patrol Recreation Facilities, as directed, to prevent and report misconduct
- Protect property by limiting access to facility during facility rentals
- Evaluate and detect emergency situations
- Become familiar with emergency procedures in the event of medical or physical emergencies, such as accidents, fires, explosions, evacuations, etc.

### Work Schedule:

This position often includes evening hours until 11:00 PM. Candidates must be willing to work nights and weekends.

### Knowledge, Skills, and Abilities:

1. Capacity to work both independently and in a team environment.
2. Ability to adapt to the daily challenges associated with a busy work environment.
3. Excellent communication and customer service skills.
4. Ability to work in a variety of weather conditions.
5. Strong problem solving, conflict management, and organizational skills.
6. Build, foster and sustain a positive public image.
7. Capable of lifting equipment, tables and a variety of heavy objects.

### Qualifications:

1. Requires ability to identify and prevent hazards.
2. Maintain safe environments
3. Communicate courteously and cooperatively with other staff and the general public
4. Handle difficult and irate citizens
5. Work in an individual situation with minimum supervision.
6. Must have High School diploma or GED Certificate.
7. Must be 18 years of age
8. Ability to adapt to the daily challenges associated with a busy work environment.
9. Ability to work in a variety of weather conditions.
10. Strong problem solving, conflict management, and organizational skills.

