



**Job Title: Assistant Facility Supervisor**

**Department: Facilities**

- Williston Area Recreation Center
- Raymond Family Community Center

**Status:** Exempt if meet FSLA requirements

**Benefits:** Standard District Benefits are provided

**Starting Salary Range:** \$40,000 - \$42,500

- Depending on experience
- Adjustments are determined annually by the Executive Director

**Supervisor:** Assistant Facility/Guest Services Manager

**Essential Job Duties**

- Assist the Facilities Team with all day to day operations pertaining to facility management
- Performs a variety of administrative duties to facilitate the needs of new and existing members along with program registration for all members
- Performs operational duties to meet the needs of members' at all recreational facilities
- Serves as the front line staff for the Recreation Center by interacting and fielding queries from the patrons

**JOB DUTIES/Tasks**

- Assists with the supervision and administrative control for the efficient operation of the facility. Determines and continually evaluates appropriate member services, including vending, registration and membership, cardiovascular and weight equipment, gymnasium, and other services to enhance member satisfaction. Evaluates and responds to customer suggestions for improved and/or additional services.
- Assists the Facilities Supervisor with annual budget preparation, revenue generation, expense control, and accounts payable preparation as assigned.
- Provides, supports, trains staff in delivering excellent customer service to members.
- Responsible for the overall safety and security of all staff, members, guests and facilities.
- Works to ensure compliance with the policies, rules and regulations, and governing documents of the WPRD associated with the recreation function and governing regulation agencies, i.e. ND Department of Health, for aquatic environments.
- Assists in determining priorities and allocating resources to meet the objectives of the WPRD regarding the efficient operation of recreation facilities. Participates in the annual budget process as assigned. Manages assigned budget line items.
- Performs the following duties: interviews and selects employees, composes and administers performance appraisals, schedules employees to provide maximum level of service, composes and administers disciplinary actions, develops, implements and monitors on-going staff training.
- Supervises work projects and assignments directly and through support staff.
- Coordinates use and scheduling of the facility for optimum use of programming space.
- Performs general management duties when assigned as the Supervisor on Duty (SOD)
- Troubleshoots facility and landscaping for appearance and working conditions and makes the appropriate changes.
- Provides management reports on facility usage and trends as required and necessary.
- Performs related duties as assigned and required.

*The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require*

**General Statement of Duties:** Performs a variety of administrative and operational duties associated with the operation and management of recreation facilities.

**Supervision Received:** Works under the direction of the Facilities Manager or assigned supervisor.

**Supervision Exercised:** Exercises supervision over all facility staff including guest services, membership, registration, and part time aquatic and programming staff on-site.

**Required Knowledge, Skills and Abilities:** Requires hands on direct supervisory experience managing a number of employees. Must be able to understand or quickly comprehend recreation management and facility operations. Must be experienced in administering disciplinary action. Must be computer literate. Must have excellent customer service skills and the ability to deal with difficult people. Ability to establish and maintain effective working relationships with co-workers. Ability to collect, analyze and present data in report forms. Ability to effectively communicate, verbally and in writing, with staff and members. Must be able to bend, stoop, kneel, reach, twist and lift. Ability to safely lift a minimum of 50 pounds unassisted, on a daily basis. Must possess or be able to obtain and maintain a Red Cross Lifeguard License within 30 days. (WPRD will pay for and offer all training needed)

**Education:** Bachelor degree in a related field from an accredited four-year college or university is preferred.

**Experience:** Experience in a position responsible for directly supervising a number of employees in a customer service or recreational oriented business.