



GLOUCESTER COUNTY
invites applications for the position of:

Community School Site Supervisor

SALARY: \$10.45 Hourly

OPENING DATE: 4/26/2019

CLOSING DATE: Open until Filled

DESCRIPTION:

Our Community School Site Supervisor performs work as required duties in supervising afternoon and evening use of community school sites through the Department of Community Engagement. Employee is responsible for overseeing facility use, ensuring safe and responsible use by all program participants, serving as liaison with program leaders/instructors and school custodians, and securing facilities. Employee must exercise considerable tact and courtesy in frequent contact with the school staff, general public and, program participants. Reports to the Director of Community Engagement.

This position is open until filled; review of applications will begin immediately.

Examples of Duties

1. Supervises community use of school facilities for afternoon and evening programs; opens and secures school facilities; ensures safe and responsible use of facility by program participants.
2. Arrives prior to first activity to ensure facility and designated areas are ready for use.
3. Posts schedule of afternoon and evening events on display board.
4. Answers telephone and meets and greets users, program leaders and sponsors. Issues, logs, and secures all audio-visual equipment needed/requested by user.
5. Communicates and publicizes to participants effective community use of school facilities to ensure safe and responsible use.
6. Enforces all policies, rules, and regulations of Gloucester County Public Schools and Department of Community Education.
7. Addresses facility issues or conflicts and reports to Community Education Department.
8. Compiles usage report and sends to Community Education Department.
9. Serves as liaison and facilitates communication between school custodians, program leaders, school staff, and Community Engagement Department staff.
10. Moves tables, chairs, and equipment as necessary; issues, logs and secures all audio-visual equipment requested by user.
11. Performs other duties as assigned.

QUALIFICATIONS:

- Possession of a high school diploma/GED.
- One (1) to two (2) years of experience in recreational or other facility management work.

SPECIAL REQUIREMENTS:

- A minimum of 3 professional references must be submitted with the required information. **(Note: Professional references are individuals who can attest to your job-related knowledge, skills and abilities while working or in a volunteer capacity and are not family or personally related. Professional references should include job title, company name and address, phone numbers and email address if available.)**



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EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Gloucester County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator, the Emergency Management Director, or the Emergency Operations Plan (EOP). Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply. (Please see Gloucester County [Administrative Policy 101.1 - Employee Utilization in Adverse Weather and Emergency Conditions.](#))

For a complete job description and to apply online, visit our website at: www.gloucesterva.jobs.

Gloucester County is an Equal Opportunity Employer