

**St. Michael –Albertville Public Schools
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Activity Center Para	Community Education and Services	Aquatics, Facility and Activity Center Coordinator
JOB SUMMARY: Supervise the day to day operations of the Activity Center		
QUALIFICATIONS: Excellent customer relations skills and knowledge of fitness equipment		
TASK NO.	DESCRIPTION WORK YEAR: 260 days	FREQUENCY

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|---|--|-----|
| 1 | Supervise Activity Center and maintain a secure atmosphere | 60% |
| 2 | Set up Activity Center courts for sports activities | 10% |
| 3 | Clean and disinfect equipment | 10% |
| 4 | Assist with memberships and in promoting the Activity Center | 10% |
| 5 | Provide excellent customer service | 5% |
| 6 | Attend meetings, workshops and training sessions as directed by supervisor | 3% |
| 7 | Perform other duties as assigned. | 2% |

SUPERVISOR'S APPROVAL

DATE

COMMITTEE'S APPROVAL

DATE