

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

<b>JOB TITLE</b>	<b>DEPARTMENT/SECTION</b>	<b>SUPERVISOR</b>
Activity Center Supervisor	Community Education and Services	Aquatics, Facility and Activity Center Coordinator
<b>JOB SUMMARY:</b>  Supervise the day to day operations of the Activity Center		
<b>QUALIFICATIONS:</b>  Bachelors Degree in Community Education, Recreation, Education or related field preferred; knowledge of fitness equipment; excellent customer relations skills		
<b>TASK NO.</b>	<b>DESCRIPTION</b> WORK YEAR: 260 days	<b>FREQUENCY</b>

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|---|--|-----|
| 1 | Supervise Activity Center and maintain a secure atmosphere                 | 55% |
| 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 | Supervise the Activity Center Aides and Paras                              | 5%  |
| 6 | Provide excellent customer service   | 5%  |
| 7 | Attend meetings, workshops and training sessions as directed by supervisor | 3%  |
| 8 | Perform other duties as assigned.  | 2%  |

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SUPERVISOR'S APPROVAL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMMITTEE'S APPROVAL

\_\_\_\_\_  
DATE