



## **Facility Supervisor – Karst Athletic Complex**

### **Position Description**

The Facility Supervisor works directly with the Athletic Director to prepare, facilitate, and supervise programs at the Karst Athletic Complex. Evening and weekend responsibilities may also include cleaning and preparing facilities and shelters at Karst Farm Park.

### **Essential Functions**

- Supervises programs, spectators, and use of Karst Athletic Complex.
- Assists with preparation and set-up for park activities. Assists Athletic Director with field assessments during inclement weather and other Athletic Complex logistics.
- Serves as Department representative and liaison during leagues, tournaments, and other events.
- Provides assistance to spectators, participants, and other park users during leagues, tournaments, and events.
- Enforces Department policies and completes facility, program, incident, and injury reports.
- Performs periodic trash pickup and restroom sanitization. Requests supplies and reports maintenance issues.
- Maintains a professional appearance.
- Performs all other duties as assigned by the Athletic Director.

### **Experience, Skills and Abilities**

Ability to communicate and work well with others; ability to quickly respond and exercise good judgement; ability to follow verbal and written instruction; ability to recognize and solve problems independently. Ability to operate motorized vehicles is required. Knowledge of general practices and safety precautions of maintenance work desired.

### **Education**

High school education or equivalent combination of education and experience is required. Some college preferred.

### **Physical Requirements**

The Facility Supervisor performs many functions that could include sitting and walking at will, walking on uneven terrain, sitting/standing/walking for long periods, lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, bending/crouching/kneeling, reaching, driving, close/far vision, depth/color perception, hearing sounds/communication, and handling/grasping objects.

### **Required license/certifications**

Valid driver's license

Completion of First Aid, CPR, and AED certification. Available through Department if needed.

### **Hours**

10-20 hours per week. March through October. Weekend hours will vary.

Weekdays, 5:30p.m. – 10:30p.m.

Weekends, 6:00a.m. – 11:00a.m.

### **Salary**

\$15.00 per hour.

### **Location**

Karst Farm Park – 2450 S. Endwright Rd, Bloomington, IN 47403

### **Resumes sent to:**

Matt Wilhoit, MCPR Athletic Director

[mwilhoit@co.monroe.in.us](mailto:mwilhoit@co.monroe.in.us), 812-349-2956

