



South Windsor Parks & Recreation Department **Facility & Program Monitor**

As a Facility & Program Monitor, you'll be helping to maintain safe and secure operation of facilities and programs and contribute to a positive experience for all who contact or visit the facilities. Staff is needed to work assigned shifts on weekends, and/or some holidays, as well as to substitute on an as-needed basis. Several positions are available.

This position requires staff to be energetic, a self-starter who enjoys working with people of diverse ages and backgrounds and are able to interact with customers and staff in a positive, courteous, and respectful manner.

The pay rate is a flat \$150 for an 8am-8pm shift. Between managing the scheduled rentals and programs, you will remain on call (a work phone is provided for the shift) for the duration of the shift. Employee must be within 15 minutes from South Windsor at all times.

General Purpose

This position is responsible for managing programmatic and facility operations for the South Windsor Parks & Recreation Department. As the primary point of contact for the department, the monitor communicates and coordinates participant and renter needs with the recreation supervisors, custodian, and other staff. Hours are on call shift of 8am-8pm

Essential Job Functions

- Open and close facilities
- Greet public and program participants
- Provide facility information
- Set up and clean up rooms used for scheduled activities/events and perform other general cleaning and/or maintenance duties
- Ensure security of the building before/after working hours
- Ensure equipment and supplies for programs and rentals are available and functioning properly
- Act as liaison with program instructors and staff
- Assist in execution of programs and special events
- Perform light custodial duties as needed including restocking restrooms, emptying trash and recycling, wiping down kitchen, sweeping and mopping floors and clearing walkways of snow, leaves, etc....
- Communicate and coordinate participant and renter needs with the recreation supervisors, custodian, and other staff
- May provide some general administrative support for the department

- Manage and monitor rentals and ensure compliance with facility rules and rental agreement terms

Qualifications/Basic Job Requirements

- Be at least 18 years of age and a high school graduate (or equivalent).
- Physical ability to set-up/clean up rooms for activities, rentals, and meetings (able to lift/carry materials weighing up to 40 pounds)
- CPR/AED and First Aid certification (may be obtained through the Town upon hire)
- Weekend availability is required
- Strong professional communication skills both oral and written required
- Must possess strong organizational skills
- Ability to prioritize workflow, meet established deadlines and work under pressure
- Demonstrated professional work habits including punctuality, reliability, dependability and adaptability
- Ability to provide outstanding customer service
- Demonstrated ability to effectively work both independently and as part of the team
- Ability to actively support Town diversity, equity, and cultural competency efforts within stated job responsibilities, for event attendees and programmers, and work effectively across diverse cultures and constituencies
- Ability to understand and comply with Town standards, safety rules and personnel policies
- Employment with The Town of South Windsor is understood to be at - will