



Department: St. Mary's County Recreation and Parks
Division: Gymnastics
Position: Facility & Recreation Specialist
Rate: \$24.94 /hr.
Job Location: St. Mary's Gymnastics Academy, Lexington Park, MD
Hours: Monday-Sunday (30 hours per week/hours varies)

Supervision:

Supervisor: Program Coordinator

Supervises: Recreational Classes, Birthday Parties, Office Managers/Customer Service

General statement of duties:

This position will primarily serve as a supervisor to recreational classes and programs, birthday parties and facility maintenance.

Essential Responsibilities:

- Help maintain the safety of gymnasts while they are using the gymnastics facilities.
- Deliver and maintain professional customer service skills.
- Schedule and supervise recreational staff, facility staff and classes/programs.
- Schedule and supervise birthday parties and facility rentals.
- Maintain constant and clear communication with recreational classes/program parents and participants.
- Assist Program Coordinator with monthly reporting/supervision of staff as assigned.
- Assist front desk/customer service operations.
- To organize summer camps, events, open gyms, and recreational mock meets.
- Schedule facility maintenance as needed.
- Upholds policies, procedures, standards, and code of conduct.
- Participates in staff meetings, trainings, and special events as scheduled.

Job Specifications:

Minimum Qualifications:

Must be 18 years of age.

Required Skills/Abilities

- Must be proficient in computer operations and programs i.e. Word, Excel and must be a quick learner for new applications.
- Should have some skills in troubleshooting computer glitches and customer issues / complaints.

- Must have excellent customer service skills.
- Must remain in good physical health.
- Ability to be flexible in schedule and personal objectives.
- The ability to relate to fellow employees and patrons in a positive way.

Additional Requirements

An acceptable general background investigation to include a Federal, local and state criminal history, and a sex offender registry check. Individuals in this position cannot be listed as having a founded child abuse or neglect complaint and must pass a CPS check.

Physical Requirements

While performing the duties of the Facility & Recreation Specialist the employee is required to remain in good physical condition to sufficiently perform the duties of the position. Some physical manual labor will be involved, i.e. cleaning, light to moderate lifting.

Benefits to working for Recreation and Parks:

- Health and sick leave benefits may be provided for employees working required total hours.
- The opportunity to enhance the recreation needs and enjoyment of the community while maintaining safety measures for all involved.
- Provides an opportunity to be part of a team for the greater good of others, by helping promote community fitness through gymnastics.

Contact: Chris Lengle, Program Coordinator at 301-475-4200 ext 1752 or Chris.Lengle@stmaryscountymd.gov

To Apply: Complete the Recreation and Parks application form found at www.stmaryscountymd.gov/docs/jobapplication.pdf and email to Chris.Lengle@stmaryscountymd.gov or turn in to St. Mary's Gymnastics Academy or St. Mary's County Recreation & Parks Main Office.