



Site Monitor – Part-Time

Department: Programs

Reports To: Program Director

Summary

Performs routine work in supervising participants and monitoring activities in gymnasiums or athletic fields. Provides facility set-up and break-down in accordance with programming and events and performs light cleaning duties. Does related work as required. Work is reviewed by the Parks and Recreation Department for accuracy and adherence to established procedures.

Duties and Responsibilities include the following:

- Supervises participants and spectators.
- Enforces all rules and regulations of gymnasiums and athletic fields.
- Making sure no foul language or other obscene behavior occurs.
- Ensures the safety and well-being of all guests in the gymnasiums or at the athletic fields.
- Interacts with participants as needed to maintain a positive environment and provide excellent customer service.
- Removes offending users from the gymnasium or athletic fields per facility policies which could include calling Cabot Police Department (non-emergency) for assistance, depending on the severity of the situation.
- Handling customer problems and complaints.
- Clocking in and out on Timeclock Plus or submitting a timecard if needed.
- Cooperate with the rest of the staff.
- Responsible for upholding Cabot Parks and Recreation policies and procedures, as well as ordinances set forth by the City of Cabot.
- Ability to understand, follow, and carry out oral and written instructions.
- Ability to work unsupervised.
- Perform any other related duties as required or assigned.

Additional Duties and Responsibilities

Reporting relationships, works assignments, and work schedules may be subject to change in order to meet Department needs or operational requirements. Attendance at work and the ability to get along with public, commission, supervisors, and co-workers are essential elements of this position.

For additional information or full job description contact the Programs Office at 501-605-1506.