



**Position Title:** Recreation Monitor

**Department / Location:** Recreation Department – Various Locations

**Job Classification:** Part-Time

**Reports to:** Facility Scheduler

**Supervises:** N/A

**Position Summary:** Recreation Monitors provide building access and supervision, pool and locker room assistance and supervision, and assist participants, recreation staff, and spectators as needed.

**Qualifications:**

- Reliable transportation
- Mobile phone for communication and to access online information and forms
- Ability to keep track of multiple activities in your building – programs/classes going on, spaces used, start/end times, etc
- Independent, responsible, reliable, punctual, safety-conscious, and friendly

**Essential Job Functions:**

- Check Recreation Monitor Schedule (provided upon hire) regularly and keep track of where/when you are scheduled to work.
- Arrive to work wearing your Recreation Department staff shirt at your scheduled time and to the designated building entrance. The activities entrance identifier is listed in the Recreation Monitor Schedule next to each school.
- Clock in on the Skyward app when you arrive.
- Set up monitor cart with “welcome” sign facing the participants as they enter. Inside the lockbox on the cart is a key to unlock the cart door. At this time the carts are used to store a building master key, monitor information materials, and lost and found items. In summer the rapturing equipment is stored in the cart at locations that require adults to check in.
- Review the District Activities Calendar (provided upon hire) to know which activities are going on in your building. Clicking on an item in the calendar opens up more information, such as start/end times, reserved space (room #, gym, MPR, etc.), and contact information for that group/team’s representative. It is helpful to know when to expect people coming and going and where to direct people for their designated activity areas (gym, MPR, classroom, etc.). It is also a useful resource to help participants who show up at the wrong location find where they need to be.
- Check on the spaces being used to make sure that they are unlocked and that the lights are on/activated, including gyms, cafeterias/MPR’s, libraries, and



community rooms. For activities that require equipment from the gym storage (volleyball, fitness classes, etc), make sure the gym storage areas are unlocked. Make sure the basketball hoops are raised up to the ceiling for volleyball and that they are lowered for basketball.

- Some schools leave a key to operate the basketball hoops and gym divider by the wall controls (Lincoln, Montessori, McKinley, & Wilson). At Underwood the key to operate the controls is on the wall in the Rec gym storage room. If the control box is locked or there are no keys, go find a custodian/cleaner to help.
- If any activity spaces are locked when you arrive, there is a master key in the monitor cart that opens up the activity spaces and storages. If there is no key, go find a custodian/cleaner to help. If you cannot find one, text your supervisor.
- As staff and participants arrive for activities, you are required to check with everyone coming in to find out which program they are there for. “Hello, which program are you here for?” If it is obvious that they are not there for any of the scheduled programming they cannot come in. “I’m sorry, our buildings are only open to program participants or District staff.”
- Between start/end times of activities when you’re not expecting people in and out of the building, look around the building and make sure participants are staying in their designated activity areas and not wandering around the hallways or loitering in other parts of the building. If you find people in parts of the building where they do not belong, kindly remind them that the rest of the building is off limits due to District Security Guidelines.
- Report groups who do not show for their scheduled activities via the Missed Reservations Form (provided upon hire).
- Be sure to clock out on the Skyward App when you are done working.
- **\*\*Monitors who are stationed for building supervision** (not at an entrance) are there to stop people from wandering into non-activity areas of the building. The most common thing you will tell people when working as building supervision is “sorry, this area of the building is off limits – District security policy.”
- **\*\*Monitors on pool/locker room duty** do a variety of tasks in addition to supervising the entranceway. They make sure participants stay off the pool deck until the instructors/lifeguards are ready to start class, check the locker rooms during the change of classes to make sure nobody has slipped/fallen and to make sure nobody is rummaging through other peoples’ belongings, check off participants on the attendance list, collect money and sign people in for Open Swim, and help with anything else as needed.



**Additional Job Functions:**

- Keep entranceways clear and passable
- Check in with program instructors, coaches, and other staff and briefly assist with what is needed or requested from you
- Assist with finding custodians as needed. If you cannot find one, text or call the Facility Scheduler.
- Assist with picking up the areas used and wiping down door handles and recreation equipment
- Notify Facility Scheduler of any unsafe conditions, complaints, needed repairs, incidents, or accidents
- Provide information to incident/accident reports when necessary
- Place any lost and found items in the monitor cart.
- Wipe down locker room floors between swim lessons or other aquatics classes to prevent slipping/falling

**Important to Know:**

- Propping the outer entrance door open is strictly prohibited per the District Safety Coordinator. You are there primarily to let people in and ensure those entering are there for District, Recreation, or community programming.
- Wearing ear buds or airpods is not allowed – listening to music while working gives the impression that you are not engaged or attentive to your job.
- Only call or text your supervisor during evening/weekend hours if it's urgent – do not text if you forgot to clock in/out on the Skyward App, email that to your supervisor along with all non-urgent or non-immediate matters.
- Do not engage with anyone being confrontational or hostile – simply let them go and report it to the Facility Scheduler right away.