



Position Title: Tosa Basketball League Site Supervisor

Department / Location: Recreation Department

Job Classification: Part-Time

Reports to: Recreation Program Coordinator

Supervises: Tosa Basketball League

Position Summary: The TBL Site Supervisor is a part time position responsible for the direct supervision of the Tosa Basketball League and it's staff, including referees, scorekeepers and volunteer coaches. This position requires solid leadership, but more important a dedication to staff. A successful candidate will possess a high degree of patience, dependability and a strong commitment to communication with Recreation Program Coordinator, staff, parents coaches.

Duties and Responsibilities:

- Supervises scorekeepers, refs, spectators, and participants.
- Monitors hallways, children should not practice in the halls.
- Makes sure equipment, chairs and scoreboards are ready.
- Resolves problems with parents and others as they arise on site.
- Wears appropriate attire - staff shirt.
- Attends staff meetings.
- Assists the program coordinator whenever needed.
- Completes incident/accident reports whenever necessary.
- Assists the teams in cleaning up water bottles and garbage after each game.

Qualifications:

- Independent self-starter, who can work with low supervision.
- Possess strong leadership qualities.
- Great organizational and time management skills.
- Safety conscious.
- Responsible and reliable.
- Past experience working with youth.

Special Requirements:

- Reliable transportation.
- Must be available the entire season.

Physical Requirements:

- The employee must be able to complete all physical requirements of the job with or without a reasonable accommodation. Physical requirements will include sitting, standing, walking, lifting, carrying, reaching, pushing, pulling.



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By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Wauwatosa School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed