



**BOYS & GIRLS CLUB  
OF CORVALLIS**

**POSITION:** Events & Sports Facility Supervisor

**POSITION LOCATION:** Boys & Girls Club of Corvallis and other occupied gyms and fields

**WAGE:** \$11.75 per hour if Work Study Eligible

**HOURS:** TBD according to sport and season

**PART TIME SEASONAL POSITION:** 10-20 hrs. per week.

**General Description:** The gym/field supervisor will report to the Athletic Director or the Assistant Athletic Director. They are responsible for set up and take down of gym and field equipment according to sport, with attention to various levels of play. The gym/field supervisor is responsible for actively monitoring parents, players, coaches and officials. They are in charge of making sure contests start at scheduled times. Gym/field Supervisors must be constantly visible and available to handle parent, coach and official requests, conflicts and emergencies.

**Qualifications:**

- Must be eligible for the Federal Work Study Program
- College sophomore standing or above
- The ability to pass a background check
- Dependability and able to report to work on time
- Ability to work evenings and weekends
- Knowledge of sports and basic knowledge of rules
- CPR & First Aid certification
- Ability to interact with parents and coaches
- Ability to handle unpredictable situations and anticipate potential schedule conflicts
- Ability to follow Club policies and procedures
- Have reliable transportation

**Desired Qualities:**

- Event management
- Proactively manage environment in a calm and professional manor
- Quick to remedy unforeseen circumstances
- Experience as an athlete coach or official
- Experience in youth sporting events
- Previous Boys & Girls Club experience

*The Boys & Girls Club of Corvallis is a drug and alcohol free organization. We reserve the right to drug test applicants prior to employment.*