



**BOROUGH OF PARAMUS**

475 FARVIEW AVENUE

PARAMUS, NEW JERSEY 07652

201-265-9322

BOARD OF RECREATION COMMISSIONERS

[mschaffer@paramusborough.org](mailto:mschaffer@paramusborough.org)

**SITE SUPERVISOR APPLICATION**

NAME \_\_\_\_\_ GRADE (if in College) \_\_\_\_\_

CELL PHONE # \_\_\_\_\_ HOME PHONE # \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

**PLEASE CIRCLE THE DAYS THAT YOU ARE ABLE TO WORK**

**MONDAYS**

**TUESDAYS**

**WEDNESDAY**

**THURSDAYS**

**FRIDAYS**

**SATURDAYS AM | PM**

## Site Supervisor Job Description

**Description of Position:** Under limited supervision, oversees all activities taking place at the assigned location. Ensuring prompt starts and finishes, safety measures, and holds participants accountable to the recreation participant code of conduct.

### **Duties and Responsibilities**

1. Arrive at scheduled location on time and place yourself in an area that's visible to all event attendees.
  2. Ensure that those arriving at the location are there for the appropriate program. Individuals should not be entering the school if they are not there for the Recreation program. This includes children and parents who are trying to get into their classroom because they forgot something; once the school is closed we should not be entering any of the classrooms.
  3. Patrol the halls and stages to make certain that a parent or guardian is supervising their children.
  4. If children are misbehaving (playing with items on stage, rummaging through supply closets or desks, tampering with artwork in halls) politely interrupt the event. Ask the Official to cease play, and professionally announce to the parents that they need to watch their children. Once they have done so ask the coaches and officials to resume the event. If a parent or guardian does not comply, then inform them that you are calling the Paramus Police Department.
  5. Do not attempt to physically stop a child or parent from engaging in an inappropriate behavior.
  6. Do not allow coaches to practice, with their players, in the halls. Have them call Recreation at 201-265-9321 to schedule gym time for their practices.
  7. Politely remind coaches, players, and parents that only water is allowed in the gyms. Ask them to dispose of any containers after their event is concluded.
  8. While on assignment for Paramus Recreation attention must be placed on the event at hand, and attendees
    - No use of IPODs, computers, cell phones, or tablets
    - Reading of a newspaper, book or magazine are prohibited.
    - Report any situations to the Recreation Director or Assistant Director.
  9. Assist with putting away chairs and tables after an event is concluded.
  10. Speak professionally. If anyone addresses you with inappropriate language, attempt to get their name and report the behavior to the Park Ranger, Recreation Director, or Assistant Director. If they do not readily provide their name, solicit others (coaches or attendees) to obtain their name and report as mentioned above.
  11. All incidents/accidents should be recorded on the provided forms and submitted immediately to the Recreation Department.
  12. Do not get involved in disputes between Officials, Coaches, Players, Parents, or Guardians. In the event you feel necessary, call the Paramus Police Department.
  13. In the event you are unable to make your shift, please notify the Recreation Department within 48 hours so that they have ample time to cover you site.
12. Always remember that Paramus Recreation is an invited guest at all Board of Education facilities.

*Please sign below to acknowledge that you read and understood the Duties & Responsibilities of the Site Supervisor outlined above.*

---

Signature

---

Today's Date

