



# Gym Supervisor

## Hillsboro Youth Basketball League

**Responsible to:** Recreation Program Supervisor  
**Location:** Hillsboro School District Facilities  
**Wage:** \$8.00/Hour - Practice Sites

The Hillsboro Youth Basketball League is hiring staff to supervise Hillsboro School District facilities being used for basketball practices. Your responsibility is to ensure the proper use of school facilities and to make sure school rules are being followed while the gym is in use by HYB teams. Failure to protect school property and abide by use rules may result in cancellation of our gym use permit so your diligence is very important.

The season will begin on January 5 and continue through March 18, Tuesday, Wednesday and Thursday. Exact dates, days and times will depend on the school. You should arrive at your school 15 minutes before the start of the first practice or game – 5:45 in most cases.

### Typical Duties:

If possible, check in with the custodian and get their cell phone number the first night so you can call them if you need to. Introduce yourself to them.

Check the gym space and restrooms before the teams begin to arrive. Report any problems to the custodian immediately. Take pictures with your cell phone or make a note of any messes that are already there when you arrive. We don't want to get blamed for prior messes. Make frequent passes down the halls, check the restrooms and monitor the gym area. When applicable, you will need to get out the scoreboard console and plug it in and make sure it is working. Scoreboard consoles must be put away at the end of the night. At some locations, the custodian sets out a dry mop for the gym supervisor to run over the floor before practices begin. Before you leave, make sure the gym is picked up. Check the restrooms and pick up anything that is left on the floor.

### Basic Rules for the Gyms:

No bouncing balls in the halls or against the walls.

No food or drinks are allowed in the gyms. (Water is OK)

Kids are not allowed to play on any equipment that might be stored in the gym area.

Participants must remain in the gym area – no roaming in the hallways or other areas.

**Please submit the attached one-page application, and/or a resume and class ideas to:**

**Hillsboro Parks & Recreation  
c/o Rori Thompson  
4400 NW 229th Avenue  
Hillsboro, OR 97124  
(503) 681-6120**

**2009-10  
HILLSBORO YOUTH BASKETBALL LEAGUE  
Gym Supervisor Application**

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
                     Last                                      First                                      Middle

Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
   Street    City/State/Zip

Email Address: \_\_\_\_\_

Checks are written at the end of each month. Please indicate below how you would like to receive your check:

Please mail my check

I will pick up my check at the Parks office

**EDUCATION**

	Name of School	Year in School	Graduated	Type of Degree	Course of Study/Major
High School or GED					
Vocational, Tech or Jr. College					
College or University					

**EMPLOYMENT HISTORY**

Current/Most Recent Employer	Immediate Supervisor and Title	Me we contact for reference?
Address		Phone
Job Title	From: To:	Starting pay: Ending pay:
Description of Job Duties:		

**REFERENCES**

Name	Address	Phone	Relationship

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date