

St. Charles Basketball Organization

Gym Supervisor



Job Responsibilities and Expectations:

1. Supervise Gym and Hallways
 - a. Your primary job responsibility is to not allow children to play or roam in the hallways.
 - i. No bouncing balls in the lobby/hallways of the school, teams will have time to warm up before their game.
 - ii. Children are not allowed to play with any equipment in the gym. This includes; mats, cones, balls, goal nets, white boards, bin of play ground equipment, etc.
 - iii. Anything gets broken or damaged during your shift, please call Jill Pearce so she is aware of the issue.
 - b. Before each game introduce yourself to the coaches and refs. Introduce the coaches to the refs.
 - i. If refs have questions about the rules, each coach has a copy of the rules in their coaches' binder. **You are not to interpret or enforce.**
 - c. Participants, their families, and spectators are only allowed to be in the gym and the gym restrooms; not allowed in hallways or classrooms. Younger siblings or other family spectators are **not** allowed to shoot around during halftime!
 - d. **You are not there to run the clock or take stats.**
 - e. No ear buds/music listening or social media during your shift.
 - f. No doing homework during your shift.
2. Proper Work Attire
 - a. Wear "Gym Supervisor" t-shirt. Must be visible.
 - b. You are allowed to wear jeans, khaki pants or black athletic shorts/pants. No sweatpants.
 - c. Please remember you are representing the STORM Basketball Organization (proper hygiene is required).
3. Shift Scheduling
 - a. Jill Pearce will send out an e-mail listing all of the available shifts and locations. The e-mail will be sent out each week by end of day Monday.
 - b. After the schedule has been sent, email Jill your availability (2-3 shift choices). If you are unable to work, no need to respond.
 - c. Jill will schedule you up to 2 shifts. If she need to schedule you for a double, she will inform/ask you before submitting the final schedule.
4. Hours / Payroll
 - a. Hours will be submitted to payroll every other week. Please ensure you

have notified Jill of any schedule changes before she submits.

5. Sub Request
 - a. If you are not available to work a scheduled shift, please use the Gym Supervisor contact list to secure a sub. Once you have found a sub, you and your sub must e-mail and text Jill to confirm the shiftchange.
 - b. If you can't find a sub, contact Jill and she will attempt to find a sub for you.

6. Lost and Found
 - a. Elementary Schools: All clothing items found should be placed in the equipment box. Electronics or phones are to be brought home and coordinator notified.
 - b. Middle Schools: Clothing, electronics and phones need to be brought home and/or contact Jill for pick up.

7. Ferson Creek, Norton Creek and Fox Ridge Elementary Schools
 - a. Have laminated tornado/severe weather instructions in the equipment bin. Please familiarize yourself with these procedures.

Typical Workday:

1. First shift of the day begins 15 mins before game time.
2. Opening Procedures:
 - a. Set up the score table. Janitor usually has this completed.
 - b. Introduce yourself to the coaches and refs.
 - c. If the gym is not set up, find the weekend custodian and ask him/her to help you set up the score table and chairs.
3. Do not leave until the next employee arrives. If you are running late, please call/text the supervisor before you. Inform Jill if the supervisor is more than 5 minutes late.
4. Use your walkie talkie to communicate with janitor. Call to clean up spills or sickness
5. During your shift pick up any garbage found in the gym or lobby.
6. Closing Procedures: IMPORTANT!!!
 - a. Throw away any garbage in the gym or lobby.
 - b. Collect lost and found
 - c. Call the custodian for assistance in cleaning up.
 - d. If there are markings on the white boards in the gym, please erase.
 - e. Organize any gym equipment that could have been tampered with.
 - f. Do not gather the clocks or flip charts; they are to be locked away by the weekend custodian.
 - g. You are the last person to leave, besides custodian

Jill Pearce 630-222-6957 jpearce823@gmail.com

Signature _____