

Red Wing Public Schools Position Description

Community Education Building Events Supervisor

General Information

Department: Community Education and Recreation
Job Type: Casual / Non-Union
Immediate Supervisor: Director of Community Education and Recreation
FLSA Status: Non-Exempt

Position Summary

The Building Events Supervisor is responsible for opening, monitoring, and securing District facilities during scheduled Community Education and Recreation programs, rentals, practices, meetings, events, and other approved activities. The Building Events Supervisor serves as the on-site District representative, helps users access and appropriately use assigned spaces, responds to facility needs and incidents, and supports a safe and orderly environment. When a custodian is not on site, the Building Events Supervisor performs limited custodial response necessary to address immediate health, safety, and operational needs, including proper response to spills and bodily fluids, and reports needs requiring additional service or repair.

Essential Duties and Responsibilities

1. Opens District facilities and prepares assigned areas for scheduled use.
 - Unlocks designated entrances and approved activity spaces according to the facility schedule.
 - Disarms or operates building access systems only as trained and authorized.
 - Checks entrances, activity areas, restrooms, lighting, temperature, and other basic conditions; reports or addresses immediate concerns within the scope of training.
2. Serves as the on-site District representative and primary point of contact for facility users.
 - Greets groups, instructors, coaches, officials, renters, or event workers and directs them to approved spaces.
 - Confirms scheduled use and provides access to assigned rooms, equipment, keys, or other authorized resources.
 - Maintains a visible presence and remains reachable by phone or radio throughout the assignment.

3. Monitors use of the facility and grounds to support safety, security, and compliance with District expectations.
 - Conducts periodic walk-throughs of entrances, hallways, restrooms, activity areas, and other spaces in use.
 - Ensures activity remains within approved times and locations and protects locked or restricted areas from unauthorized access.
 - Addresses unsafe, disruptive, or inappropriate behavior using sound judgment and requests additional assistance when needed.
4. Responds to accidents, injuries, behavioral concerns, security concerns, and other incidents in accordance with District procedures.
 - Contacts 911, emergency responders, District staff, law enforcement, or other designated contacts as circumstances require.
 - Provides access and directions for emergency responders and assists with evacuation, shelter, or other emergency procedures.
 - Completes incident reports and promptly communicates significant concerns to the supervisor or other designated personnel.
5. Responds to immediate custodial and sanitation needs when a custodian is not on site.
 - Contains and cleans routine spills and addresses bodily fluids using required personal protective equipment, approved supplies, and bloodborne-pathogen procedures.
 - Restocks basic restroom supplies when available and addresses minor litter, waste, or restroom conditions that cannot safely wait.
 - Closes or restricts access to unsafe or unsanitary areas and contacts custodial, maintenance, or supervisory staff when specialized cleanup or service is required.
6. Assists with reasonable setup, adjustment, and return of facility equipment and furnishings for scheduled activities, as assigned.
 - May move tables, chairs, athletic equipment, carts, or similar items using safe lifting practices.
 - Ensures borrowed keys and District equipment are returned to designated storage locations.
7. Identifies facility problems and takes appropriate action within the scope of the position.
 - Reports leaks, plumbing problems, lighting failures, temperature concerns, damaged equipment, security issues, and other building needs.
 - When assigned and holding District-approved pool operator training or certification, performs and records routine pool-water chemical checks according to established procedures; promptly reports readings outside approved ranges and does not adjust chemicals unless specifically trained and authorized.
 - Uses only equipment, controls, and building systems for which training and authorization have been provided; does not perform skilled maintenance or repairs.

8. Closes and secures the facility at the end of scheduled use.
- Confirms participants, staff, spectators, and outside groups have exited the facility.
 - Checks assigned spaces for damage, lost property, unusual conditions, and items left behind.
 - Turns off designated lights and equipment, closes windows and doors, returns keys activates authorized security systems, and verifies that assigned areas and exterior doors are secure.
 - Maintains accurate records and communicates schedule, facility, and incident information to appropriate District staff.
 - Performs other duties of a comparable level or type as apparent or assigned by the supervisor.

Required Education, Training, and Work Experience

Required Education / Training:	High school diploma or GED
Degree Information:	Not applicable
Major Field of Study or Degree Emphasis:	Not applicable
Required Work Experience:	Experience working independently and providing customer service or supervising programs, events, or facilities is preferred.
Licenses / Certifications Required:	First Aide, CPR and AED Certification or willingness to obtain within 30 days of hire. A valid driver's license may be required when an assignment involves travel between District sites.
Training After Hire:	District training in emergency procedures, building access and security, bloodborne pathogens, bodily-fluid response, chemical safety, incident reporting, and other assigned facility procedures. For assignments involving pool-water chemical checks, District-approved pool operator training or certification, such as Certified Pool Operator or Aquatic Facility Operator, may be required before performing those duties. Additional training as needed.
Preferred Qualifications:	Current pool operator certification; experience in a school, recreation, aquatics, event, or public facility setting.

Essential Knowledge Required to Perform the Essential Functions of the Position

- District facility-use rules, emergency procedures, and building security expectations.
- Basic safety precautions, risk management practices, and proper lifting mechanics.
- Bloodborne-pathogen precautions and procedures for responding to bodily fluids and other potentially infectious materials.

- Safe use, labeling, and storage of approved cleaning chemicals, personal protective equipment, and cleanup supplies.
- Basic customer service, conflict de-escalation, and appropriate response to participant or public concerns.
- Basic computer, email, phone, radio, scheduling, and incident-reporting practices.

Essential Skills Required to Perform the Work

- Working independently, staying attentive, and exercising sound judgment when immediate decisions are required.
- Following facility schedules, written instructions, safety procedures, emergency plans, and supervisory direction.
- Communicating calmly, respectfully, and clearly with children, adults, staff, renters, spectators, emergency responders, and members of the public.
- Monitoring several areas or activities, recognizing unsafe conditions, and responding promptly and appropriately.
- Maintaining appropriate boundaries and enforcing District expectations consistently.
- Using approved cleaning supplies and personal protective equipment for limited custodial response.
- Completing clear, accurate, and timely incident and facility reports.
- Protecting confidential or private information learned through incidents or job duties.
- Cooperating with Community Education and Recreation, custodial, maintenance, school, activity, and emergency personnel.
- Reliably reporting for evening, weekend, or variable assignments and remaining on site until duties are complete.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Medium Work: exerting up to 50 pounds of force occasionally and/or up to 25 pounds of force frequently to lift, carry, push, pull, or otherwise move objects in the performance of the job. Duties require regular movement throughout District facilities and may involve stairs, bleachers, outdoor entrances, and extended periods of standing and walking.

Physical Activities	None	1/3 or Less	1/3 to 2/3	Over 2/3
Stand			X	
Walk				X
Sit		X		
Use hands to finger, handle or feel			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell		X		

Lifting / Forcing Exerted

Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties

Work may involve exposure to communicable disease, bloodborne pathogens, bodily fluids, cleaning chemicals, disagreeable odors, wet or slippery surfaces, severe weather, crowded events, emotionally charged situations, and individuals who may be disruptive or uncooperative. The work environment requires following safety precautions and may require personal protective equipment. Assignments may occur during evenings, weekends, school breaks, and inclement weather, both indoors and outdoors. The employee may work alone in a facility and must be able to summon assistance and respond appropriately until additional support arrives.

Classification History and Approval

Created: September 2026

Revised: