



Newport Parks & Recreation
Open Gym Supervisor Agreement

Volunteer: _____

Phone: _____

Email: _____

Description: Open Gym Supervisors are responsible for opening and closing the facility, helping participants sign-in, explaining rules, keeping the scene clean and supervising safe-free play. Volunteer Supervisors act as a liaison between the participants and Newport Parks & Recreation.

This agreement describes the arrangement and responsibilities between _____ and Newport Parks & Recreation, for facilitation of scheduled Open Gym hours.

I _____, accept the position of Open Gym Supervisor and understand that I am responsible for the security of the facility and recreation equipment. I will communicate with Newport Parks & Recreation regularly regarding attendance, injuries, concerns, suggestions, and other pertinent information. **If I am unable to fulfill my duties as supervisor on any given day, I will not get someone else to replace me. Instead I will contact Jessica Booth by calling at (802)334-6346, texting at (802)274-2965 or by emailing at JBooth@newportrecreation.org as soon as possible.** I understand that my duties as a supervisor include:

- Opening the facility:
 - Unlocking
 - Turning on the lights
 - Turning thermostat up (if applicable)
- Making sure every participant signs in upon arrival each week
- Ensuring **NEW** participants read and understand the gym rules *prior* to participation
- Closing the facility:
 - Cleaning up and collecting equipment
 - Picking up trash
 - Putting belongings in lost & found
 - Putting tables, chairs, benches and furniture back where they were found
 - Returning all cleaning supplies
 - Sweeping the floor (mopping if necessary)
 - Toilets flushed and lights off
 - Reset thermostat to 55 degrees
 - Lock all the doors behind you after all participants have left
- Returning the gym key at the end of volunteering. Lost keys will incur a \$15.00 fee
- Making note of injuries, conflicts, suggestions, equipment misuse or malfunction and pertinent information and relaying that information to Newport Parks & Recreation.

I have read and understand the above information and assume responsibility as an Open Gym Supervisor. I understand that I am serving Newport Parks & Recreation as a volunteer and that I am not an employee nor am I entitled to compensation or benefits.

Date Orientation Completed: _____ Key Number: _____

Volunteer Name: _____

Volunteer Signature: _____ Date : _____

Newport Recreation Staff Name: _____

Newport Recreation Staff Signature: _____ Date: _____