



WARREN COUNTY PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION

- I. Name of Position: Assistant Gym Manager
II. Organization Unit: Ephram White Park Gymnasium or Michael O. Buchanon Park Gymnasium
III. General Summary: In charge of assisting the gym manager with general operations, management of staff, and coordinating all events / programs at facility.
IV. Qualifications: High School Degree, 2-4 years collegiate studies preferred (Recreation Administration, Sports Management, Hospitality or Facility Management experience desired), management and supervisory experience preferred, excellent customer service skills preferred, need to be proficient with Microsoft Excel, Word, Power Point, and Outlook.
V. Position Wage: This is a full-time position. The wage will be negotiated at the time of hire. Medical, insurance, dental insurance, and vision insurance is available to all full-time employees after a sixty (60) day probationary period (employee is responsible for paying a percentage of this cost).
VI. Employee Classification: Exempt / Non Exempt

VII. Essential Job Functions:

- 1. In charge of assisting the gym manager with managing all facility operations, staff management, event / program management, facility maintenance management / operations, all facility scheduling.
2. In the absence of the gym manager, attend weekly management meetings with Director every Monday and Thursday.
3. In the absence of the gym manager, conduct weekly / daily meetings with assigned staff to ensure efficient facility operations.
4. Assist gym manager in creating all / manage all employee work schedules for the assigned facility when needed.
5. Assist gym manager in creating all / manage all facility work orders (software based system) for all employees assigned to facility.
6. Responsible for assisting in facility setup for events and programs.
7. Assist with training of new / existing staff in regards to all facility operations.
8. Assist gym manager in managing inventory for facility.
9. Responsible for assisting and managing all maintenance operations for facility, including but not limited to all custodial duties, gym floor maintenance, machinery operation, minor electrical repairs, bleacher inspections and repairs, batting cage repairs and setup, scoreboard repairs and setup, and gym light repairs.
10. Assist gym manager with operating security and audio systems for facility.
11. Assist in all exterior ground maintenance with park managers and assigned staff.
12. Assist in managing REC TRAC scheduling software for all rentals at assigned facility grounds and training all assigned staff on use of system.
13. Responsible for being a role model to assigned staff and having dynamic communication skills to handle a variety of situations.
14. Responsible for being organized and systematic in arranging a multitude of schedules and coordinating a wide variety of events and functions.
15. Handle all functions listed in this job description when gym manager is absent.
16. Understand and agree to comply with WCPRD Employee Handbook and Warren County Policy and Procedure Manual
17. Complete any other duties as assigned by the Director of WCPRD.
18. Perform all duties in a polite, professional, and respectful manner at all times with both patrons and fellow employees

VIII. Special Work Conditions:

Be able to multi-task efficiently; work with deadlines; nights and weekends required; indoor/outdoor work required (all weather conditions); required to work both facilities if necessary

IX. Verification of Understanding Position:

By signing this job description, I agree to perform the tasks outlined within and also fully understand that I may be assigned other work-related duties and responsibilities as directed by the Director or Assistant Director of WCPRD.

WCPRD Employee Signature

Date

Witness Signature

Date

Director WCPRD Signature

Date