



WARREN COUNTY PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION

- I. Name of Position: Gym Supervisor (Full Time)
II. Organization Unit: Ephram White Park Gymnasium or Michael O. Buchanon Park Gymnasium
III. General Summary: In charge of assisting the gym manager and assistant gym manager with general operations, programming, facility maintenance, spectator supervision, 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 Word and Excel (desired).
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 / assistant manager with managing all facility operations, event / program management, facility maintenance management / operations, all facility scheduling. 2. Adhere to work schedules as assigned by facility managers. 3. Attend all weekly staff meetings with management staff for facility. 4. Adhere to daily work plans / digital work order system (facility dude) duties and responsibilities to ensure facility and programs are operated in an effective manner. 5. Meet and greet all patrons in a friendly and professional manner and assist with all facility / park questions, including rental questions, etc. 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 management with inventory control of facility. 9. Assist with all operations and maintenance of facility as instructed by management, 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. Adhere to and operate REC TRAC scheduling software for all rentals at assigned facility once properly trained. 13. Must be able to work together with other staff as an effective work team member. 14. Adhere to all WCPRD policies and enforce all department rules. 15. Understand and agree to comply with WCPRD Employee Handbook and Warren County Policy and Procedure Manual. 16. Complete any other duties as assigned by the Director of WCPRD. 17. 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; be able to work with deadlines; nights and weekends required; indoor/outdoor work required (all weather conditions); required to work both gyms 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
Witness Signature
Director WCPRD Signature

Date
Date
Date