



## WARREN COUNTY PARKS AND RECREATION DEPARTMENT

### JOB DESCRIPTION

- I. **Name of Position:** Gym Assistant Manager
- II. **Organization Unit:** Facilities Division
- III. **General Summary:** In charge of assisting gym manager with general operations, management of staff, and coordinator 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. WCPRD is an equal opportunity employer.
- V. **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 at other facilities, if necessary.
- VI. **Position Wage:** This is a full-time position. The wage will be negotiated at the time of hire. Medical, dental, and vision insurance are available to all full-time employees after a sixty (60) day probationary period (employee is responsible for paying a percentage of this cost). Employee understands that regular wage increases are not guaranteed. Any wage increases will be approved by W.C. Fiscal Court and will adhere to policies of WCPRD.
- VII. **Employee Classification:** Non-Exempt
- VIII. **Essential Job Functions:**
1. Assist 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 and Facilities Superintendent.
  3. In the absence of the gym manager, conduct weekly / daily meetings with assigned staff to ensure efficient facility operations.
  4. Responsible for decision making and implementation based on previous direction given by facility manager, superintendent, or Director.
  5. Assist gym manager in creating / managing all employee work schedules for the assigned facility when needed.
  6. Assist gym manager in creating / managing all work orders for all employees assigned to facility.
  7. Responsible for assisting in facility setup for events and programs.
  8. Assist with training of new / existing staff regarding all facility operations.
  9. Assist gym manager in managing inventory for facility.
  10. Complete all required trainings.
  11. Responsible for event, tournament, and league play setup including inventory and inspection of items needed for the events.
  12. Responsible for opening day of tournament activities to include staff organization for closing procedures.
  13. Be able to effectively utilize payroll system.
  14. 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.
  15. Assist Gym Manager with operating security and audio systems for facility.
  16. Responsible for completion of exterior ground maintenance utilizing assigned staff at their location.
  17. Assist in managing reservation scheduling system for all rentals at assigned facility grounds and training all assigned staff on use of system.
  18. Responsible for being a role model to assigned staff and having dynamic communication skills to handle a variety of situations.
  19. Responsible for being organized and systematic in arranging a multitude of schedules and coordinating a variety of events/functions.
  20. Handle all functions listed in this job description when gym manager is absent.
  21. Understand and agree to comply with WCPRD Employee Handbook, Warren County Personnel Policy, and all other WCPRD rules and regulations.
  22. Complete any other duties as assigned by the Gym Manager / Facilities Superintendent.
  23. Perform all duties in a polite, professional, and respectful manner always with both patrons and fellow employees.
- IX. **Verification of Understanding Position:** By signing this job description, I agree to perform the tasks outlined within and fully understand that I may be assigned other work-related duties and responsibilities as directed by the Director or Assistant Director of WCPRD.

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WCPRD Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director WCPRD Signature

\_\_\_\_\_  
Date