



WARREN COUNTY PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION

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- I. **Name of Position:** Gym Supervisor (Full Time)
- II. **Organization Unit:** Facilities Division
- 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 Diploma or equivalent preferred, excellent customer service skills preferred; needs to be proficient with Microsoft Word and Excel (desired). WCPRD is an equal opportunity employer.
- V. **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
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- VII. **Position Wage:** Starting salary is \$30,000 per year. 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.
- VIII. **Employee Classification:** Non-Exempt
- IX. **Essential Job Functions:**
1. Assist the gym manager / assistant manager with all facility operations management, 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 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. Complete all assigned annual Kantola training and any other assigned trainings.
 8. Be able to effectively utilize recreation scheduling software for all rentals at assigned facility once properly trained.
 9. Be able to effectively utilize payroll system.
 10. Assist management with inventory control of facility.
 11. 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.
 12. Assist gym manager with operating security and audio systems for facility.
 13. Assist in all exterior ground maintenance and snow removal with gym managers and assigned staff.
 14. Must be able to work together with other staff as an effective team member.
 15. Adhere to all WCPRD policies and enforce all department rules.
 16. Understand and agree to comply with WCPRD Employee Handbook and Warren County Personnel Policy.
 17. Complete any other duties as assigned by the Gym Manager or Facilities Superintendent.
 18. Perform all duties in a polite, professional, and respectful manner always with both patrons and fellow employees.
- X. **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.

WCPRD Employee Signature

Date

Witness Signature

Date

Director WCPRD Signature

Date