



## WARREN COUNTY PARKS AND RECREATION DEPARTMENT

### JOB DESCRIPTION

- I. **Name of Position:** Gym Manager
- II. **Organization Unit:** Facilities Division
- III. **General Summary:** In charge of overseeing 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. WCPRD is an equal opportunity employer.
- V. **Special Work Conditions:** Be able to multitask efficiently; be able to work with deadlines; night and weekend work required; indoor/outdoor work required (all weather conditions); may be required to work at both gym locations if necessary
- VI. **Position Wage:** This is a full-time position. Wage will be negotiated at time of hire. Medical, dental, and vision insurances 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:** Exempt / Salary (Exempt position requires work weeks exceeding forty (40) hours on a regular basis. Employee agrees to adhere to this classification type.)
- VIII. **Essential Job Functions:**
1. In charge of all facility operations, staff management, event / program management, facility maintenance management / operations, and facility scheduling .
  2. Assist Facilities Superintendent with marketing gym facilities and coordinating with local, regional, and national groups for various programs at the facility.
  3. Assist Facilities Superintendent with yearly budget.
  4. Complete all required training including CEU trainings, educational seminars, job-related conferences, committee, or other trainings as assigned by Director.
  5. Assist in interviewing new applicants.
  6. Attend weekly management meetings with Director and Superintendent and submit weekly reports to Superintendent.
  7. Conduct weekly / daily meetings with assigned staff to ensure efficient facility operations.
  8. Create / manage all employee work schedules for the assigned facility using Deputy system.
  9. Create / manage all work orders for all employees assigned to facility.
  10. Responsible for training all staff on the setup of facilities for all recreation League activities, including practices, games, pictures, and tournaments.
  11. Responsible for coordinating with special event or tournament directors regarding expectations, schedules, facility rules and policies, and managing facility setup for events and programs.
  12. Assist the Facilities Superintendent as needed with the planning, preparation, and execution of special events / tasks as assigned by the Director.
  13. Oversee/assist with training of new / existing staff regarding all facility operations and emergency procedures.
  14. Responsible for managing inventory for facility.
  15. Responsible for 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.
  16. Manage security and audio systems for facility.
  17. Coordinate and assist with all exterior ground maintenance with park managers and assigned staff including snow removal.
  18. Responsible for managing reservation scheduling software for all rentals at assigned facility grounds and training all assigned staff on use of system.
  19. Responsible for being a role model to assigned staff and having dynamic communication skills to handle a variety of situations.
  20. Responsible for being organized and systematic in arranging a multitude of schedules and coordinating a wide variety of events and functions.
  21. Understand and agree to comply with WCPRD Employee Handbook, Warren County Personnel Policy, and other WCPRD rules and regulations.
  22. Complete any other duties as assigned by 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