



CITY OF ORINDA

Gym Attendant (Temporary / Seasonal)

DEFINITION

Under direction of the Recreation Coordinator or the Facilities and Parks Supervisor, the Gym Attendant will be the onsite staff contact at the Wagner Ranch School Gym facility operated by the Parks and Recreation Department. This is a Temporary Part-Time position and shifts will vary depending on seasonal programs.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provide friendly and professional customer service by greeting gym visitors, serving as a main point of contact during activities and events.

Promptly sets up and tears down of all necessary equipment for classes or special events which may include tables, chairs or gym equipment.

Opens, closes, secures and alarms facilities in compliance with standard procedures.

Has participants sign-in upon arrival for certain programs.

Responsible for watching over the facility while on duty.

Explains and follows City and department policies and procedures.

Maintains a clean and organized office and storage places.

Keeps score and time when necessary.

Completes accident/incident reports and distributes first aid supplies as needed.

Be visible at all times at facility in appropriate attire.

Reports any concerns or problem to supervisor.

Conducts daily maintenance needed in order to keep gym looking clean.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge, Skills and Abilities to:

Act with resourcefulness and courtesy with a minimum of direct supervision.

Demonstrate initiative, dependability and good judgement.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Pay attention to detail and use good judgement.

Learn, retain and use safety rules and regulations.

Knowledge of team sports and developmental needs of youth.

Must be available nights and weekends.

Set up and use necessary equipment and cleaning supplies.

Deal tactfully and effectively with the members of the community (youth and adults).

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Currently attending High School or High School Graduate, College Student or retired.
Interest in sports/athletics or recreation preferred.

License or Certificate:

CPR certification is desirable.

Special Requirements:

Essential duties require the following physical skills and work environment:

Must be willing to work a scheduled variety of hours, which may include evenings, and/or weekends, as needed; ability to pass a comprehensive background check.

Sufficient personal mobility and physical reflexes to enable the employee to safely lift, move, climb, walk safely on even or uneven grounds, or maneuver in whatever way may be necessary to successfully perform the duties of their position.

Employee Group: Temporary, Seasonal
FLSA Status: Non-Exempt
Revised: October 2018