



## JOB DESCRIPTION

**TITLE: Recreation Gym Attendant**

**EFFECTIVE DATE:**

Department: Recreation

FLSA Status: Non-Exempt

Reports To: Recreation Division Director

Supervises: None

Our mission is to partner with those who have the greatest needs in our community, empowering them to enhance their well-being through education, health, and recreation.

### **I. Job Summary**

Under the supervision of the Recreation Director, the Gym Attendant ensures the safe operation and cleanliness of the Palama gymnasium. The attendant provides excellent customer service and is responsive to patrons, a self-starter. The Gym Attendant works closely with the Recreation Director to ensure the upkeep of the gym.

### **II. Essential Duties**

- Regularly checks program schedule and prepares the gym for use.
- Opens and/or closes facilities following proper security procedures as outlined in the Recreation Facilities checklist.
- Sets up/breaks down equipment as needed for programs, leagues, tournaments, etc. This includes chairs, tables, sports equipment, bleachers, electronics, and games equipment, etc. Ensures that all equipment is safely stored in an organized manner.
- Ensures the floors are dust mopped and bleachers swept; lanai area cleared of trash and swept; toilets and sinks cleaned and sanitized, paper towels and toilet paper refilled; trash disposed.
- Is responsible for all equipment inventory during the various programming shifts.
- Interacts with program participants and the public (youth, adults, and senior citizens).
- Immediately reports maintenance issues and need for replenishment of supplies to the Recreation Director.
- Provides feedback and suggestions to the Recreation Director to improve services.
- Answers the phone and performs other administrative duties.
- The law mandates that professionals and personnel of any public or private agency or institution, or other individuals providing social services and financial assistance are **required** to report suspected child and/or vulnerable adult abuse or neglect. As a Palama Settlement employee, you must report any suspected cases of abuse or neglect to your supervisor.

### **III. Other Duties**

- Connect eligible gym consumers to available Palama activities and services.
- Participate in outreach activities, when needed.
- Assist the Agency with developing and distributing promotional materials.
- Other duties as may be assigned.

### **IV. Working Conditions**

#### **A. Work Environment**

- Indoors in non-air-conditioned room and gymnasium; and outdoors in all types of weather.

#### **B. Work Hours**

- Flexible, may include evenings and weekends. Not to exceed 19 hours per week.

#### **C. Equipment Use**

- Frequent use of sports and recreational equipment.
- Knowledge of set up, repair, and maintenance of various sports/recreational equipment recommended.
- Use of indoor/outdoor game equipment, to include video gaming and multi-media equipment.

#### **D. Mental and Physical Demands**

- Ability to lift/pull 25-50 pounds.
- Able to set up/break down sports and recreational equipment.
- Ability to demonstrate judgement and execute sound decisions.

#### **E. Communication Demands**

- Ability to communicate in writing and orally in the English language.
- Courteous and respectful telephone etiquette.
- Public and staff interactions relating to culturally diverse community residents in a friendly, culturally relevant, and professional manner.

### **V. Qualifications**

#### **A. Skills/Knowledge:**

- Customer service oriented; knowledge of Microsoft Word.

#### **B. Education:**

- High School diploma: an AA degree is a plus.

#### **C. Experience:**

- Some experience working in a recreational program or customer service business preferred.

#### **D. Desired Skills:**

- Language skills other than English, such as Cantonese, Vietnamese, Chuukese, Marshallese, Samoan, and Tagalog.

**VI. Additional Requirements: (certifications, driver's license, etc. – if applicable)**

- A. Current CPR/First Aid certification (or ability to obtain certification within 6 months of hire date)
- B. Criminal background clearance
  - Hawaii Criminal Justice Data Center
  - National Sex Offender Public Registry
  - National Criminal History Database