



RAY & JOAN
KROC CENTER
COEUR D'ALENE, ID

Title: Gym Attendant I
Program: The Salvation Army Ray and Joan Kroc Corps Community Center Coeur d'Alene
Dept. Head: Director of Aquatics, Wellness & Programming
Reports to: Wellness Manager
Status: Non-exempt
Salary: DOE

General Statement:

The Salvation Army is a branch of the Christian Church and the ultimate goal of all programs is the spiritual, emotional, and physical regeneration of all people.

The Salvation Army Mission Statement:

The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

Position Summary:

The Gym Attendant I is responsible for the safe use of the facilities by maintaining equipment in good working order, maintaining cleanliness and preparing activity areas for events.

Duties and Responsibilities:

- Provide great customer service to the community; see that all customers, clients and members are given prompt and courteous service.
- Maintain cleanliness of facility by cleaning gym equipment and areas, sweeping floors and cleaning glass.
- Demonstrate an understanding of the rules and fundamentals of indoor sports such as basketball, volleyball, indoor soccer and other programs offered in the gymnasium.
- Maintain accurate equipment check out and check in system.
- Provide information and answer questions about available programs.
- Report all equipment and gym area problems to the Wellness Manager.
- Notify members and staff when hoops are out of working order or in need of repair.
- Enforcing all rules that pertain to the gym and exercise areas on a constant basis.
- Adhere to RJKCCC operations as well as all policy procedures as adopted by Administration.
- Observe all safety rules and regulations.
- Report all injuries and incidents to Wellness Manager and complete appropriate forms and documentation.
- Attend staff meetings as assigned.
- Maintain confidentiality.
- Other duties as assigned.

General Qualifications and Proficiencies:

- Must be at least 18 years of age.
- High school diploma or GED equivalency.

- One or more years' experience in a public exercise facility preferred.
- Computer experience helpful.
- Ability to communicate effectively with clientele and staff.
- Must have or obtain First Aid/CPR/AED certification within the first 90 days of employment.
- Must be in good physical and mental health.
- Demonstrate the ability to relate positively and energetically with staff, clients, members and customers.
- Have the ability to work with children, parents, staff and a variety of age groups in a capacity of leadership, counseling and education.
- Must have the ability to maintain a non-judgmental attitude in working with customers, clients, members and staff.
- Maintain a professional attitude and approach to problem solving.
- Must be able to work independently, with minimal supervision.
- Must have command of the English language and possess excellent verbal and written communication skills.
- Thrive in a team-oriented environment. Be a team player.
- Ability to work in a fast-paced environment and maintain poise under pressure.
- Ability to empathize and communicate with low-income and vulnerable people.

Physical Requirements:

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis.
- Ability to grasp, push, pull objects and reach overhead.
- Ability to lift and carry 40 lbs.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the physical requirements of the position. The Salvation Army will attempt to satisfy requests as long as the accommodation needed is reasonable and no undue hardship would result.

Special Comments:

I understand that as an employee I represent The Salvation Army and agree to respect and work within its Christian tenets.

I understand that I will be covered by Workman's Compensation Insurance while on the job and agree to cooperate in properly reporting all work-related injuries or accidents to my supervisor immediately.

I further understand that The Salvation Army does not participate in unemployment compensation insurance, and I will not accrue unemployment benefits while working for The Salvation Army.

By signing this document, I agree that I am able and willing to perform this job as described.

Employee's Signature

Date

Supervisor's Signature
Gym Attendant I
RJKCCC Coeur d'Alene
Updated September 22, 2017

Date