

JOB TITLE: YOUTH BASKETBALL GYM ATTENDENT

The Basketball Gym Attendant is responsible for managing the participants at the various schools.

The Supervisor is responsible for performing the duties as outlined in this analysis. The gym attendant is a part-time employee working from 3-15 hours weekly. Work shifts are variable with an average of 1-3 hours per shift. Typical work schedule is 6:00-9pm.

Work is performed at a self-controlled pace but may vary depending on the demands of the job.

QUALIFICATIONS:

Gym attendants must be at least 16 years of age. This person must have leadership, be dependable, and have management skills.

IMMEDIATE SUPERVISOR:

The basketball gym attendant is directly responsible to the Athletics Supervisor.

ESSENTIAL FUNCTIONS:

1. Have a customer friendly attitude.
2. Have authority to make sure participants are staying in the gym.
3. Have management skills to fill out paperwork properly.
4. Maintain cleanliness and order in the school.
5. Enforce all gym/school guidelines.
6. Maybe ask to complete first aid and CPR class

MARGINAL FUNCTIONS:

Be responsible for other duties as deemed appropriate by the Athletics Supervisor.

PSYCHOLOGICAL CONSIDERATIONS:

The Supervisor works closely with the general public. The gym attendant must have leadership skills, even when working with adults. The gym attendant may have to work under stressful situations when first aid and CPR are required.

PHYSIOLOGICAL CONSIDERATIONS:

The gym attendant works inside, mostly at a desk in the school.

The gym attendant will be on their feet walking around, checking the school, and they will have to let participants in to the building.

COGNITIVE CONSIDERATIONS:

The gym attendant must be able to give instruction to coaches if things change. Basketball gym attendants must be safety conscientious and use good judgment at all times.

Interested please contact Chris Tompkins at 630.529.3650 or chris@bloomingdaleparks.org