

**POSITION TITLE:** FA Gym Assistant

**DEPARTMENT:** Family and Resident Services

**STATUS:** Non Exempt

**SALARY:** \$11.00/hour

**POSITION SUMMARY:**

Under the supervision of the Gym Coach and Family & Resident Services staff, the Gym Assistant performs routine support involving a variety of duties related to the oversight and administration of the WHA Sports Zone recreation center, including recreational programs, activities, and related work as required.

**ESSENTIAL FUNCTIONS:**

1. Supervises youth enrolled in the basketball program entering, leaving, and participating in activities at the gym in order to ensure a safe environment in compliance with gym rules.
2. Supports the Gym Coach as needed to manage and mentor youth.
3. Assists in running activities, distributing equipment, and clean up tasks to maintain building standards.
4. Intervenes in a professional and polite manner with youth in conflict to mediate situations before they escalate.
5. Reinforces the posted schedule for age groups and teams.
6. Follows documented procedures to open and close the gym facility.
7. Provides for the safe operation of the facility through inspection of the building and equipment.
8. Performs related activities as directed by the Gym Coach and Family & Resident Services staff.

**OTHER RESPONSIBILITIES:**

1. Performs similar job-related duties as assigned

**EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

1. High school diploma or equivalency;
2. Experience working with youth and/or a multicultural, diverse population;
3. Positive attitude and excellent interpersonal communication skills;
4. Ability to work independently and follow instructions;
5. Proven track record of superior organization and multi-tasking skills;
6. Must be able to participate in potentially strenuous physical activity;
7. Ability to remain calm and professional in stressful situations;
8. Demonstrated skills in conflict resolution/mediation;
9. CPR certification preferred;
10. Ability to be relied upon to be available for work.