

## **Position: Gym Attendant**

**Hourly Rate:** \$12-\$14 per hour to start

**Hours:** Must be available weekdays, weekday evenings and weekends. This is a 10-20 hour a week position.

**Education/Experience:** Currently attending High School or High School graduate, college student or retired. Interest in sports/athletics, recreation preferred.

**Final Filing Date:** Positions are open until filled. Qualified applicants will be contacted for an interview.

### **Essential Duties/Responsibilities:**

Under general direction and supervision of the Program Coordinator, the Gym Attendant will be the onsite staff contact for the City's gymnasiums (Walnut Creek Intermediate, Foothill, Tice Valley).

### **Essential Functions:**

The following duties are typical for the gym attendant position. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

- Monitor facility, gymnasium (or school gymnasium), equipment and participants.
- Punctual arrival for shift for opening/closing, preparation of facility or rentals or programs.
- Set up all equipment as needed according to facility calendar schedule.
- Set up and take down of chairs, tables and related equipment.
- Light custodial services including but not limited to: dust mopping, removing trash from bleachers, tidying chairs and equipment, and cleaning spills.
- Maintain clean and organized office and storage places.
- Maintain a safe playing atmosphere and environment.
- Monitor condition of equipment, informing supervisor of malfunctions or breakage, recommending possible replacement before it's needed.
- Return the facility to original state at the conclusion of rentals.
- Complete accident/incident reports as needed.
- Being visible at all times at facility in approved attire.
- Distribute first aid supplies as needed.
- Perform the job safely and in compliance with City of Walnut Creek policies, procedures, work and safety rules.

### **Desired Qualifications:**

- Must have good oral and written communication skills.
- Ability to work with minimal supervision, problem solve, and follow directions.
- Demonstrate initiative, dependability, good judgement, tact, leadership, analytical skills, and the ability to work in a positive manner with the general public, Recreation and City staff.
- Quality customer service, working with groups of all ages (youth and adults).
- Answer questions, promote positive community relations and represent the City of Walnut Creek.

### **To Apply or For More Information**

- Send a City Employment Application to:
  - o Hope Keung  
Recreation Program Coordinator  
2055 Tice Valley Blvd.  
Walnut Creek, CA 94595  
For further information, contact Hope Keung, [Keung@walnut-creek.org](mailto:Keung@walnut-creek.org)