

## **Position: Gym Attendant**

**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). Gym Attendants will ensure the overall safety, health and welfare of all individuals participating in programming and using the recreation facilities and services for the City. Programs may include but are not limited to gym rentals, birthday parties, indoor play, programs and events. Executes the setup, clean up and breakdown of programs, events and activities.

### **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.
- Set up/break down of tables, chairs, related equipment as needed according to facility calendar schedule.
- Being visible at all times at facility in approved attire. Must stay on site (in gym) for duration of shift.
- Monitor condition of equipment, informing supervisor of malfunctions or breakage, recommending possible replacement before it's needed.
- Maintain a clean, tidy and organized reception area/office, storage places and lobby.
- Return the facility to original state at the conclusion of rentals.
- Light custodial services including but not limited to: dust mopping, removing trash from bleachers, tidying chairs and equipment, and cleaning spills.
- Complete accident/incident reports as needed; distribute first aid supplies as needed.
- Perform the job safely and in compliance with City of Walnut Creek policies, procedures, work and safety rules.

### **Requirements for Success:**

- Punctual arrival for shift for opening/closing, preparation of facility or rentals or programs.
- Must have good listening, oral and written communication skills.
- Adapts well and quickly to various situations and work with minimal supervision.
- Team player and be willing to jump into any task and get it done.
- Available to work weekdays, weekends, holidays, early mornings, afternoons evenings and late night shifts.
- 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.
- 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.

### **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)