Tuscaloosa County Park and Recreation Authority
Job Description

Job Title: Gym Attendant/Weight Room attendant
Department: Leisure Services
Reports To: Activity Center Manager/Fitness Supervisor
FLSA Status: Non-Exempt
Job Level: Level 1 - $7.25 minimum to $8.70 maximum
Prepared By: Ronnie Stith
Prepared Date: March 19, 2013
Approved By: Gary Minor, Executive Director
Approved Date: March 20, 2013

SUMMARY
Monitors use of gym/weight/cardio room in accordance with PARA policies and procedures.

ESSENTIAL FUNCTIONS:

Be thoroughly knowledgeable regarding appropriate PARA policy and procedures.

Understand the approved method of implementation of all PARA facility operational procedures.

Uphold PARA standards by monitoring/regulating participant and patron actions.

Open and/or close center when necessary and monitor use of assigned areas.

Supervise assigned area and notify appropriate PARA staff of any incidents, and prepare necessary incident reports when necessary.

Assist with basic functions at the control desk when required.

Earn CPR/basic First Aid certification.

Monitor games and activities in and around gymnasium and ensure safety of patrons. Report any safety issues, accidents/incidents using set guidelines and procedures.

Monitor activities in weight and/or cardio rooms and ensure safety of patrons.

Be knowledgeable of all rules associated with the different age groups regarding accessibility and use of weight and exercise equipment.

Adhere to all polices and procedures as established in PARA's Employee Handbook and Administrative Handbook.

Keep area neat in gym or weight room (including climbing features, monitoring and maintaining towel supply, and other duties as assigned.

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SUPERVISORY RESPONSIBILITIES
There are no supervisory responsibilities associated with this position.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High school diploma or general education degree (GED) preferred; or one year related experience and/or training preferred; or equivalent combination of education and experience preferred.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively with individuals, groups of customers or employees of agencies.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS
Must obtain/maintain current CPR/Basic First Aid Certification.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk and sit - occassionally in sun lit area. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

"It is the policy of Tuscaloosa County Park & Recreation Authority that no person shall, on the basis if race, color, creed, religion, sex, age, national origin or disability be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity."

PARA is proud to be a "Drug Free Work Place."
All employees are subject to random drug screens.