**Job Description: Gym Assistant**

Reports to: P.E. Director

**QUALIFICATIONS**

**Education/Experience**

 Two to four years related experience and/or training; or equivalent combination of education and experience

 **Skills/Qualifications**

* Ability to plan and implement a wide variety of program offerings and special events/activities
* Ability to relate with and supervise young people ranging in age from 6 to 18 years
* CPR/First Aid/Universal precautions certified.
* Ability to relate well with community members from a wide variety of socio-economic and ethnic backgrounds and age groups
* Ability to work collaboratively with other professionals and specialists in education, health and mental health, child welfare, juvenile justice and law enforcement and with city, county and other government officials
* Ability to maintain a safe environment for young people
* Ability to manage difficult and/or inappropriate behavior among young people
* Ability to work well as a member of a team
* Must possess good verbal and written communication skills
* Must have excellent organizational skills
* Must possess a valid Indiana driver’s license and a good driving record
* Must successfully pass a background check
* Computer skills, capable of working Microsoft office, Outlook, member tracking software

**RESPONSIBILITIES**

* Plan and implement a wide range of athletic related programs daily
* Assist in conducting membership drives
* Assist in decorating facilities including seasonal decorations and bulletin boards
* Assist in maintaining activity/program areas in Club facilities
* Supervise the activities and participation of Club members
* Work collaboratively with other staff members to meet organizational goals and program objectives within framework of board policies and the annual budget
* Participate in collaborative programming with other community organizations/groups
* Assist in budget process and fund raising as requested
* Assist in planning and organizing awards and recognition events for members and volunteers
* Other duties as assigned

Hours: School Year Program

 2:30-7:30P.M. with the exception holiday school days 12:00-5:00P.M.

I understand the above and will carry out all of my responsibilities to the best of my ability.

Staff Member Date

Supervisor Date