



THE CITY OF WHITTIER

Gateway to the Western Prince William Sound

P. O. Box 608 • Whittier, Alaska 99693 • (907) 472-2327 • Fax (907) 472-2404

JOB POSTING GYM ATTENDANT None-Exempt- Hourly, \$15.00

POSITION TITLE: GYM ATTENDANT

DEPARTMENT: PARKS AND REC

SUPERVISOR: ASSISTANT CITY MANAGER

CLASSIFICATION: TEMPORARY, NON-EXEMPT, HOURLY

POSITION SUMMARY: Under the supervision of the Assistant City Manager, ensures a safe workout environment through constant supervision of the gym floor and other duties as assigned. Must be available weekdays and weekends, both day and evenings as scheduled. This is a 10 hour per week position. Position is open until filled. Qualified applicants will be contacted for an interview.

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

1. Punctual arrival for shift for opening/closing/preparation of facility and equipment.
2. Set up all equipment as needed.
3. Monitor gym facility, equipment, and participants.
4. Maintain a safe playing atmosphere and environment.
5. Light custodial services including but not limited to: dust mopping, removing trash from bleachers, tidying equipment, and cleaning spills.
6. Return the facility to original state at the end of gym session.
7. Being visible at all times during open gym.
8. Distribute first aid supplies as needed.
9. Exhibit a positive demeanor to supervisor, peers, the public, school staff and gym users at all times.

ESSENTIAL SKILLS:

1. Must have good oral and written communication skills. Must be able to speak clear English. Other language skills would be a plus.
2. Ability to work with minimal supervision, problem solve, and follow directions.
3. Demonstrate initiative, dependability, good judgement, tack, leadership, analytical skills, and the ability to work in a positive manner with the general public, School and City staff.
4. Quality customer service, working with groups of all ages (youth and adults).
5. Answer questions, promote positive community relations and represent the City of Whittier.

6. While performing the duties of this job, employee will be required to walk; reach with arms and legs; balance; stoop; reach; kneel; and possibly lift heavy objects repeatedly. The employee is frequently required to talk and hear; stand; use hands to handle, feel, and use equipment. Specific vision abilities required by this job include close vision and depth perception.
7. Ability to pass drug test and background check.

TO APPLY:

Apply online at <https://www.whittieralaska.gov/employment/> or in person at Whittier City Hall, 660 E. Whittier Street, Whittier, Alaska 99693

Include the following with application

1. Signed authorization to release information form
2. 3 Personal References and 3 employment references
3. a cover letter with references to the Assistant City Manager Jackie C. Wilde at, jwilde@whittieralaska.gov

The City of Whittier is an equal opportunity employer and a drug free workplace

The above job description is to be used as a guide for accomplishing organizational and department objectives, and only covers the primary functions and responsibilities of the position. It is in no way to be construed as an all-encompassing list of duties. POSTED 03/04/2022