Gym Director

FLSA Status: Part-Time | Non-exempt

Reports to: Mayor

Safety Sensitive Designation:
This position is safety sensitive pursuant to the Arkansas Medical Marijuana Act 593.

Qualifications: Associates degree preferred plus 2+ years recreational experience. An equivalent combination of education and experience will be considered. Proficient with Microsoft Office and must be able to work a flexible shift. Knowledge of the principles, objectives, and equipment of various sports and recreational activities. Knowledge of first aid procedures and techniques. Ability to communicate effectively, both orally and in writing.

Principle Functions: To effectively plan and implement recreational programs for the general public by fulfilling assigned tasks.

Essential Duties and Responsibilities:

1. Facilitate recreational activities for all ages.
2. Plan, schedule, and prepare facilities for planned events.
3. Ensure safeness of facility at all times and report violations.
4. Organize, plan, and monitor recreational events; develop activity fees.
5. Schedules, assigns, trains, and supervises the activities of part-time, voluntary personnel, and teams.
6. Collects or supervises the collection of fees; issues receipts; prepares monies for deposit with Treasurer; maintains records of fees collected.
7. Receives, investigates, and resolves inquiries and complaints from the public during activities.
8. Order, monitor, and maintain equipment and equipment needs; makes recommendations.
9. Assist with gym rentals.
10. Performs other related duties as required.
11. Ability to recommend programs designed to promote interest in gym activities.
12. Ability to evaluate effectiveness of programs and assess other recreational needs.