

CITY OF OMAHA GENERAL JOB DUTIES PART-TIME/SEASONAL  
**GYM ASSISTANT**

NATURE OF WORK

This work involves assisting in the daily operations of a gymnasium at a community center.

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class. Also, the duties are not necessarily listed in order of importance or frequency of performance.)

Assists in the scheduling and supervision of gym activities, interacting with participants, and ensuring that they conduct themselves safely and according to policy.

Assists in planning, organizing and supervising special events.

Assists with the administration of youth and adult leagues, keeping scores, maintaining leagues standings, and acting as referee.

Sets up equipment and distributes supplies and equipment.

Collects money as needed.

Is responsible for equipment and supplies and sees that they are returned in working condition.

Discipline participants as needed according to policy.

Provides customer assistance, responding to inquiries and complaints.

Cleans the facility and grounds.

Performs other duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the play and rules of gymnasium played sports and other activities.

Ability to assist in the planning and conduct of tournaments and other special events.

Ability to maintain equipment.

Ability to communicate effectively with workmates and the public.

Ability to understand oral and written instructions.

Ability to move about the facility 75% to 100% of the workday.

Ability to work people of all ages and ability levels.

SPECIAL QUALIFICATIONS

Must be able to work varied times, including weekends and holidays.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Telephone

Copier

Score Clock

Basketball Goals

Volleyball Nets

Volleyball Poles