

HAWAII BAPTIST ACADEMY JOB DESCRIPTION



JOB/POSITION TITLE: Gym Manager

OFFICE/CAMPUS: Athletics/Sagert

REPORTS TO: Director of Athletics

STATUS: 12 month, non-exempt

PRIMARY PURPOSE:

To assist athletic director with administrative paperwork, gymnasium event management and the maintenance of athletic equipment and facilities

ESSENTIAL DUTIES/FUNCTIONS:

- Assist with various administrative duties of the athletic department (see Daily Gym Manager Responsibilities and Gym Manager Game Responsibilities documents).
- Oversee activities in gymnasium. This includes, but is not limited to, games, scrimmages, and practices for all school teams or non-HBA sports organizations.
- Secure, train and schedule student and adult workers for gym events as necessary.
- Instruct students in regards to school policies for use of sports and exercise equipment.
- Serve as additional point of contact for phone and e-mail inquiries dealing with athletic facilities or athletic program.
- Clean and maintain athletic equipment and facilities. These areas include but are not limited to: Gym, bleachers, backstage area, restrooms, locker rooms, hallways, weight room, and equipment storage areas (Physical plant is primarily responsible for this, but the athletic department provides as much support as possible.)
- Account for supplies, uniforms, and equipment issued to teams and authorized users of the gym.
- Provide security support as directed.
- Ensure gymnasium and equipment are set up and broken down in a timely manner for the appropriate sport, practice, game or any non-HBA sports organizations.

OTHER DUTIES/FUNCTIONS:

- Other duties as assigned (excludes bus driving).

CORE COMPETENCIES REQUIRED OF ALL EMPLOYEES OF HBA: An employee of HBA must demonstrate the following core competencies:

- Christ-like Conduct. Imitate the life of Jesus Christ and take on his behavior, mindset, choices, and character and apply it to everyday life. Exhibit love, humility, compassion, and servanthood, and allow God the opportunity to work in us and to manifest His Glory within us.
- Passion for Our Calling. Respond to God's passion in our hearts to complete the things He calls us to do. Acknowledge that passion encompasses more than the work, it taps into one's whole life purpose. Reward of wages and prestige are peripheral to using the God-given gifts and talents to have an effect on the greater good and an impact beyond

oneself. Yield passionately to God's calling to live a life full of joy, satisfaction and true fulfillment.

- Teamwork. Promotes teamwork through building consensus to develop mutual trust, respect, and commonality of goals. Supports team decisions, collaborates with others to develop team solutions, builds consensus, and resolves conflict.
- Customer Focus. Organizes and prioritizes resources to focus on and exceed customer expectations. Makes it "easy to do business with" HBA. Demonstrates understanding, helpfulness, sensitivity, and concern of the needs and feelings of external and internal customers.
- Effective Communication. Listens carefully to feedback and others' views and asks clarifying questions to confirm understanding. Clearly states views and opinions. Actively takes responsibility to ensure there is mutual understanding in all viewpoints and communication. Adapts oral and written communication to the needs and interests of the target audience. Openly shares information in a timely manner with others who need that information.
- Results Orientation. Can be counted on to achieve assigned or promised results in a timely manner by utilizing resources effectively. Clarifies expectations and measurements of performance. Seeks guidance or other resources needed. Takes personal ownership for results by holding self and others accountable for results. Shows strong desire and drive for success by identifying and overcoming obstacles. Demonstrates a sense of urgency and is persistent in using extra effort to achieve results. Focuses efforts on, and strives to attain, results that are important to HBA.
- Practical Thinking and Decision-Making. Identifies, defines, and focuses on specific problem or issue. Determines information needs and collects, analyzes, interprets, and develops it for use in making decisions. Makes timely and appropriate decisions driven by the information, the needs of the organization, and the need for innovation and creativity to accomplish assigned tasks.
- Continuous Improvement. Strives to continually improve one's own job performance and to better the work environment, work quality, results, and how the work is done. Accepts both the need for and positive potential of change in the workplace. Is willing to take managed risks to test approaches that may better satisfy a customer's needs or to meet HBA's needs and goals. Develops alternative and imaginative solutions and approaches to problems. Actively looks for opportunities to redesign and improve work methods and makes changes to improve operating efficiency and quality of output.
- Supporting and Leading Change. Participates in all aspects of both the organizational and process oriented change cycles to accomplish the goals set for their particular level of responsibility. Identifies, plans for, and leads change needed to support HBA's mission and values.

WORKING CONDITIONS:

- Equipment Use: Gymnasium mechanical controls (lights, bleachers, etc.), electronic scoreboard.

- Work Hours: 40 hours per week, Monday-Saturday
- Mental Demands: Shows good judgment, is alert, detail oriented, observant, and an effective communicator.
- Physical Demands: Ability to lift up to 50 lbs., have corrected vision, color vision, wide field of vision.

QUALIFICATION REQUIREMENTS:

- Spiritual: Must have accepted Jesus Christ as Lord and Savior of his/her life and demonstrate a living relationship with Jesus Christ as described in “The Baptist Faith and Message”, the tenets of the Southern Baptist denomination.
- Skills/Knowledge: Knowledge of school policies pertaining to student-athletes, medical care, facilities use, and other aspects of athletics. Strong communication and organization skills. Understands the role of supervision and administration. Good telephone customer service skills. Ability to work with a variety of people. Ability to produce, use and maintain electronic documents (Examples: Word, excel, google sheets and google docs)
- Education/Training: BA degree. First Aid & CPR training to be provided if not already certified.
- Experience: Coaching or other work with youth or athletic administration preferred, but not necessary.

DAILY GYM MANAGER RESPONSIBILITIES:

- Check gym voicemail and retrieve messages. Specifics: Make return calls or faxes as necessary. Contact athletic director as necessary.
- Updates files for athletic participation forms and athletic handbook agreement forms. Specifics: Input information into the computer files as well as produce hard copy files
- Update files for official Interscholastic League of Honolulu (ILH) athletic eligibility lists and participation lists. Specifics: Input information into the computer files as well as produce hard copy files
- Monitor and keep record of all uniform issuance and return. Specifics: Make sure the team apparel sheets are complete and correct. Input information into the computer files as well as produce hard copy files.
- Monitor inventory of uniforms, equipment, spirit/coaching apparel, and supplies. Specifics: Input information into the computer files as well as produce hard copy files. Make recommendations on orders and suggestions on possible changes as necessary.
- Secure, train, schedule, and supervise student workers for the gym (ILH scorers and timers for volleyball and basketball games). Specifics: Conduct training sessions for the interested students and be sure they understand how to go through the hiring process with the Human Resources department.
- Keep stage area clean and equipment organized. Specifics: Store equipment by sport. Keep balls properly inflated. Keep balls properly sorted and racked.
- Keep bleachers and floor clean. Specifics: Sweep floor at least once daily. Remove scuff marks from floor. Shake off and spray dust mops following each use. Be sure all gym users have proper footwear.
- Prepare for and break down following practices. Specifics: Bring out and put away equipment. Set up and take down equipment. Transition teams between practice times.
- Keep athletic office clean. Specifics: Empty trash as necessary, sweep floor and keep water cooler filled and iced. Make sure the cooler is positioned where water drips hit the floor, not the wood bookcase.
- Take all items left in the gym hallway to the front office lost-and-found.

GYM MANAGER RESPONSIBILITIES FOR ALL GAMES IN GYM:

- Prepare bleachers and court by at least one half hour prior to start of first scheduled game (ILH policy). For volleyball, nets tied, antennas fastened, referee stand secured, etc. For basketball, baskets lowered. For both sports, dust mop the floor and have towels placed in appropriate areas.
- Prepare scorer's table by at least one half hour prior to start of first scheduled game. This includes clock set and running, book and pencils out, possession arrow out, etc.
- Prepare both 5-gallon All Sport water coolers and place one row behind each team bench by at least one half hour prior to start of first scheduled game. For multiple games, refill with ice and water as necessary.
- For HBA teams, provide at least two towels for the bench at least by scheduled start time.
- Prepare sound system for pre-game and half-time music by at least 15 minutes prior to start of first scheduled game – Varsity teams only (some teams may not care to have music...check with individual HBA coaches). Athletic Director must approve all music/songs.
- For admission games, prepare table and cash box by at least one half hour prior to start of first scheduled games. This includes having ILH packets (with team rosters and activity card game numbers) on hand.
- Keep table open until half-time of least scheduled admission game.
- Keep athletic office clear of students and athletes by at least 45 minutes prior to start of first scheduled game in anticipation of referees' arrival. Students may still use phone...one at a time.
- Be sure gym workers are present by at least 20 minutes prior to start of first scheduled game.
- During ALL games, be present in the gym. Occasionally check the hallway and bathrooms. Keep cordless phone on person.
- Break down following completion of last scheduled game.
- Be sure gym workers call in scores to appropriate people (newspapers, TV media<when camera crews have come>, sport coordinators, etc.).