



Saddle Mountain Unified School District #90

Job Title:	Gym Manager	Job Category:	Part-Time Employee
Department/Group:	Saddle Mountain Unified School District #90	Organizational Relationships:	Directly responsible to the Site Principal
Level/Salary Range:	\$20/hour	Blood Borne Pathogen Risk:	At Risk
Work Status:	At -Will Employee	Weight Lifting Requirements:	N/A
Work Days:	2 days per week or as assigned by supervisor (May 30-July 21)	Benefits:	N/A
Work Hours:	5 hours per day or as assigned by supervisor	Probationary Period:	N/A
Fingerprints Check:	As required by ARS 15-512 and District Policies		
Drug Free Campus	The use of illegal drugs is prohibited. The use of tobacco and other substances is prohibited according to policy GBED.		
Position Summary:			
Responsible for the day to day operations of the Summer Gym program.			
Position Qualifications and Requirements:			
<ol style="list-style-type: none"> 1. Certified Teacher is required. 2. Must possess current First Aid and CPR (AED) Certification. 			
Job Description			
<p>Role and Responsibilities</p> <p>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and provide students and staff with a safe, attractive, comfortable, clean and efficient place in which to learn, play, work and develop.</p> <ol style="list-style-type: none"> 1. Ensures the day-to-day operations are carried out, which may include: planning and monitoring activities, enforcing behavior rules; preparing supplies/equipment; and/or performing other related activities. 2. Responds to requests for information and/or provides assistance to the public regarding the program and other issues. 3. Enforces gym rules and regulations and monitors the security and safety of facilities. 4. Provides excellent customer service to all patrons. 5. Works with Business Manager on financial transactions including daily deposits and proper record keeping. 6. Participates in the upkeep of gym area. 7. Other job-related duties as assigned. <p>OTHER FUNCTIONS:</p> <p>This description is intended to indicate the kinds of duties and responsibilities that may be required of employees given this title. It shall not be construed as determining what the specified duties and responsibilities of any particular position shall be. It is not intended to limit in any way the right of supervisors to assign, direct and control the work of employees under their supervision.</p>			
Reviewed By:	Cabinet	Date:	May 2013
Approved By:	School Board	Date:	
Last Updated By:	Merlinda Avila	Date/Time:	May 2013