



Job Title: Gym Supervisor – Weekend Rentals Job Family:
 School Based Support
 Pay Program: Classified
 Job Code:
 Typical Work Year: Seasonal (as needed,
 primarily weekends)
 Reports to: Activities Director

SUMMARY: The Gym Supervisor – Weekend Rentals serves as the on-site liaison between the Dallas Center-Grimes Community School District and groups renting district facilities during weekends or non-school hours. This position ensures the facility is accessible, equipped, and safe for renters. The Gym Supervisor is responsible for unlocking and securing the facility, assisting with any equipment needs, responding to emergencies, and maintaining a professional and welcoming presence throughout the rental period. This position is paid at \$15 per hour and requires being on-site for the full duration of each rental.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Unlock facilities prior to the rental and ensure spaces are ready for use.
- Greet renters upon arrival and confirm they have the necessary equipment.
- Remain on-site for the entire duration of the rental as the district’s point of contact.
- Respond to renter questions, needs, or facility concerns in a timely manner.
- Assist in handling emergency situations according to district protocols.
- Clean up at the conclusion of the rental
- Secure and lock all facilities at the conclusion of the rental.
- Ensure all district safety policies and procedures are followed.
- Monitor the use of equipment and report any damages or maintenance concerns.
- Maintain a professional and courteous demeanor while representing the district.
- Perform other related duties as assigned by the Activities Director.

Job Tasks Descriptions	Frequency
1. Unlock facilities prior to rental.	Daily
2. Responsible for customer service of renters.	Daily
3. Clean up facilities after use. General pick up and report to the Activities Director on any issues.	Daily as needed
4. Manage keys and different access to parts of the building during rental.	Daily as needed
5. Point person in emergency situations if they occur during rental.	As required

6. Monitor equipment usage.	As required
7. Replace bathroom products	As required
8. Answer any questions the renter might have during their time within the facility.	Daily as needed

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent required.
- Must be at least 18 years of age.

LICENSES, REGISTRATIONS OR CERTIFICATIONS:

- Criminal background check required for hire.
- CPR and First Aid certifications are preferred.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong interpersonal and communication skills.
- Ability to follow and enforce policies and procedures.
- Reliable, punctual, and able to work independently.
- Problem-solving skills and ability to respond quickly to unexpected situations.
- Ability to maintain confidentiality and professionalism.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Position Title	Associate Activities Director / Events Coordinator
Reports to:	Activities Director, District-wide

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit			x	
Bend			x	
Write			x	
Type			x	
Speak			x	
Listen			x	
Twist		x		
Reach with hands & arms		x		
Climb or balance		x		

Weight & Force Demands:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	
Up to 25 pounds			x	
Up to 50 pounds		x		
Up to 100 pounds	x			
More than 100 pounds	x			

Work Environment:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or Humid Conditions (non-weather)		x		
Work near moving mechanical parts		x		
Work in high, precarious places		x		
Fumes or airborne particles		x		
Toxic or caustic chemicals		x		
Outdoor weather conditions		x		
Extreme cold (non-weather)		x		
Extreme heat (non-weather)		x		
Risk of electrical shock		x		
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

Vision Demands:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Close			x	

Peripheral			x	
Distant			x	

Noise Level:	Exposure Level:
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.

Revised 7/22/19