



GYM ATTENDANT (Part-Time)

Upper Merion Township, located in King of Prussia, PA is looking for a part-time, energetic, organized **Gym Attendant** who will report directly to the **Front Desk Customer Service Supervisor**. The successful candidate will be responsible for assisting in the effective operation of the state-of-the-art Upper Merion Township Community Center gyms and will provide passholders/patrons with Community Center information, supervise/monitor activities, and manage crowd control while fostering excellent customer service. The **Gym Attendant** will have proven interpersonal skills and the ability to establish rapport and excellent communication with patrons and Township staff.

The duties of the **Gym Attendant** include (but not limited to):

- Monitoring use of courts and track, ensuring the safety of all patrons.
- Enforcing Community Center gym rules and ensuring that patrons have a positive experience in a safe, friendly and welcoming environment.
- Preparing accident/incident reports as required.
- Assisting with light maintenance, cleaning and trash removal in all public areas.
- Assisting with court set up and tear down for programs and open gym.
- Providing stellar customer service to all patrons and stakeholders of the Community Center.
- Greeting members and guests with a friendly and welcoming demeanor.
- Handling court issues in a positive and professional manner; remaining calm and courteous at all times.
- Assisting with opening and closing the facility according to established policies and procedures as scheduled.
- Working with front desk staff to ensure awareness of gym schedule/program schedule.
- Must have excellent customer service skills and the ability to work independently, as well as in a team environment.
- Performing other duties as assigned.

Physical Characteristics:

- Ability to walk around the Community Center 4-6 hours per day; lift and carry a minimum of 10-35 lbs.
- Requires frequent bending, kneeling, pushing and pulling.
- Requires occasional ascending or descending ladders, stairs and ramps.

Position Requirements:

- Must be 18 years or older.
- CPR, AED, and First Aid Certification required or ability to obtain certification before starting.
- PA State Police Criminal Record Check, FBI Criminal Record Check, PA Child Abuse History Clearance.
- Must be available evenings and weekends.
- Must demonstrate maturity, reliability, great critical thinking and problem solving skills, courtesy, and have the ability to speak and write clearly.

How to Apply:

- For immediate consideration, applicants should complete an employment application by visiting <http://www.umtownship.org/wp-content/uploads/2021/12/Application-UMT-Employment-DH-Update.pdf> and submit the **full job application, cover letter and resume** via email to: hr@umtownship.org. **Applications will be accepted until positions are filled.**

Equal Opportunity Employer