

**St. Albert the Great  
Gym Manager Position  
Part Time – appx. 10-15 hours per week during Fall and Winter Indoor Sports  
\$18 per hour**

**Job Description**

Responsible for overseeing gym operations during the following Fall and Winter CSAA competitions. This includes regular season games, which are typically on Saturdays or Sundays, and some tournament games, which are on weeknights or weekends.

- 3<sup>rd</sup>-8<sup>th</sup> Girls Volleyball – Regular season: Aug thru Sept, Tourney: early-mid-Oct
- 3<sup>rd</sup>-8<sup>th</sup> Girls/Boys Basketball – Regular season: Dec thru Jan, Tourney: early-mid-Feb

The regular season games require the gym manager to be at the gym for a full day. Duties on game days include but are not limited to the following:

- Responsible for maintaining and distributing online sign-up for concession/gate/scorekeepers
  - Communicates schedule to workers
  - Communicates shifts that need to be filled
- Prior to the first game of the day, preps the gym and concessions for games
  - Sets up nets/goals to the correct height, pulls out benches, scores table, gate table and bleachers (with help of the workers)
  - Ensures that CSAA scoring sheets are provided to scorekeepers
- Oversees workers for concessions, entry gate and scorekeeping/line-judging
  - Ensures that workers have signed in and signed out each shift and W-9 forms have been provided
- Ensures the nets/goals are broken down as needed and gym/concessions are cleaned after the last game and bleachers are pushed back in
- Accounts for gate and concession proceeds and ensures the appropriate forms are filled out correctly and signed.
- Locks and secures the gym at the end of the day
- Reports any maintenance needs for gym and concessions to SAAM chair/vice-chair

Gym Manager reports to SAAM chair/vice-chair. Prior approval required for time off or additional hours. Hours may vary based on schedule determined by CSAA.

Must be responsible, reliable, and comfortable directing workers as needed. Must be 18 years or older. Ideal part time job for a college student or retiree!

If interested, email SAAM Chair, Carmen Williams, at [cnoltemeyer@yahoo.com](mailto:cnoltemeyer@yahoo.com) no later than October 20, 2023!