**Gym Administrator - $15/Hr.**

Looking for a job that you can feel passionate about?  Looking to work in an exciting environment?  If you want to be a part of a community based, fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further!  The West Coast Basketball Association (WCBA) is the destination for you. The Gym Administrator will be a long-term commitment throughout the season(s) and year for league games held on Saturdays. We are looking for highly motivated and dedicated individuals that want to make a difference for our youth communities in the greater Sacramento areas.

* *Applications will be screened and only the most qualified will be interviewed. Application must include “to” and “from” employment dates (mm/dd/yyyy), hours per week, and prior employer contact information including contact number.  Applications received without this information may not be considered for this position.*
* The selected candidate for the advertised position will be required to undergo a background check and any offer of employment will be contingent upon the background check results.

**Duties & Responsibilities include but not limited to:**

* On Saturday game days during the season, setup the WCBA table cover, scoreboard and binder 30 minutes before game time and break down after the last game of the day.
* Manage the clock and scoreboard during league games.
* Manage taking basic stats during league games.
* Manage checking in athletes prior to league games.
* Provide gym clean-up and basic customer service during league games.
* Promote program, league and community events.
* Provide support to WCBA volunteer and staff members.
* Recruit volunteers.
* Must have a flexible schedule, specifically be available for Saturday game days during the season, less Holidays.
* Average about 8-12 hours a week during the basketball league season; August - May.
* Able to travel to multiple gym sites within the Greater Sacramento area.
* Other duties as needed.

**Position Requirements:**

* Must be at least 18 years of age with a high school diploma or equivalent.
* Demonstrated reliability and engagement with prior customer service and supervisory experience.
* Great at time and organizational management.
* Access to computer and internet to complete work. Has access to social media, and uses it appropriately.
* Ability to get to meetings, league games, and other locations in the Greater Sacramento area.
* Ability to communicate effectively and professionally.
* Positive attitude.
* Can take direction and constructive feedback, and be a self-starter/initiator when direction is not available or given.
* Understands boundaries when working with peers, leadership, customers and parents during league games.
* Ability to identify and provide solutions and workarounds with leadership collaboration as appropriate.
* Understand you represent WCBA, and must act accordingly, even in your personal life.
* Able to check email regularly and respond in a timely fashion.