

St. Anne Catholic Church
1411 1st Ave W. Seattle, WA 98119
bmcmaahan@stanneseattle.org

Gym Monitor Position for CYO

Role Responsibilities:

1. Arrive an hour before first scheduled game to unlock the building in the morning, turn on the lights, and be available on site throughout the day. Ensure that the following is done at the end of the day:
 - a. Equipment is put away
 - b. Gym floor swept
 - c. All trash is taken out
 - d. Lights are turned off after the last game
 - e. Gym doors are all locked
2. Assist the coaches in setting up any equipment needed for the relevant sport (i.e. lower the basketball hoops, or set up the volleyball net).
3. Welcome the coaches and the students. Answer any questions they may have and contact the Business Manager or DPO as needed.
4. Set up one row of spectator chairs on the south side of the gym. Ask coaches about setting up team chairs.
5. Put out a table on the north side of the gym for the scoreboard. Set up the scoreboard, and be ready to teach others how to use it.
6. Clean up any spills and keep the gym tidy, especially between games.
7. Ensure exit doors remain clear and are not blocked.
8. Know the location of the first aid kit, and be ready to bring it to coaches/parents as needed.
9. Ensure that students respect the building – i.e. no ball play outside of the gym.
10. Other duties as requested by the CYO sports coordinator or Business Manager.

Requirements:

Must pass a background check, and take the relevant Safe Environment Training.

Remuneration:

Hours – depending on game schedules
(\$18.69/hr)

Rate: Minimum Wage

Employee: _____

Date: _____

Supervisor: _____

Date: _____