



## **Gym Manager (part-time)**

French American International School currently has positions available for the winter season gym manager on the main campus - 151 Oak Street - the Gymnasium. The Gym Manager plays an integral role in the smooth operation of our high school and middle school basketball games.

Key Responsibilities will include:

- Assure gym is set before games and cleaned up after games
- Maintain equipment
- Serve as the official scorekeeper during the games by doing book during games
- Controlling scoreboard during games
- Controlling shot clock during games
- Implement school policies and standards
- Sell tickets, concessions
- Control music
- Other duties as assigned
- Working with the Athletic Director for the facilitation of a smooth basketball season

Qualifications:

- Enthusiastic
- Proactive and able to multitask
- Team Worker
- Strong communication skills
- Willing to work in a fast-paced environment
- Experience with basketball is preferred
- Eligible to work in the US

Game times will vary from late afternoon to evening and on weekends. A schedule ahead of time will be provided. He/She must be present

- Before games oversee the setup of the gym
- During games perform table duties (scoreboard, book, shot clock)
- After games, help to clean the gym

The position begins in mid November and continues through late February.

We offer \$20/hr and a dynamic work environment. Background check is required including live scan and TB clearance. Please send cover letter and 3 references to Sara Johnson at [athletics@internationalsf.org](mailto:athletics@internationalsf.org).