



**West Seattle Reign Sports LLC**  
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**Job Title:** Gym Equipment Manager  
**Job Classification:** Part-Time  
**Reports to:** Club President  
**Work Schedule:** TBD by Club President

### **Overview:**

West Seattle Reign Sports Club is seeking a dedicated and experienced Gym Equipment Manager to oversee the organization, maintenance, and procurement of our sports equipment, ensuring a safe and efficient environment for our members and staff. This role is a blend of hands-on operational work and strategic management, with flexibility to adapt to the dynamic needs of our sports community. The position offers a part-time schedule, requiring up to 8 hours per month, with the potential to transition into a paid role as the club grows.

### **Key Responsibilities**

#### **Operational Management**

- Oversee the organization, maintenance, and inventory of gym, volleyball, and basketball equipment.
- Coordinate with maintenance staff to ensure timely repairs and upkeep of all equipment.
- Monitor and enforce safety protocols related to equipment use.

#### **Equipment Procurement**

- Collaborate with the Club Director to assess equipment needs and ensure timely procurement.
- Manage and optimize equipment costs while maintaining quality standards.

#### **Inventory and Reporting**

- Maintain an accurate inventory of all equipment and supplies.
- Prepare reports on equipment status, needs, and usage for senior management.

#### **Communication and Collaboration**

- Communicate effectively with staff and volunteers about equipment needs and availability.
- Work closely with the Club Director and other team members to align equipment management with overall club operations.

#### **Health and Safety**

- Ensure compliance with health and safety regulations regarding equipment and facility use.
- Conduct regular safety audits and implement corrective actions as needed.

### **Ideal Qualifications and Skills**

- **Experience:** Previous experience in gym or equipment management is preferred.
- **Technical Proficiency:** Comfortable understanding and working with various types of sports and fitness equipment.
- **Organizational Skills:** Strong ability to manage and track inventory efficiently.
- **Communication:** Excellent verbal and written communication skills.
- **Adaptability:** Ability to handle changing needs and priorities effectively.
- **Safety Commitment:** Dedication to maintaining and promoting safety standards.

- **Budget Awareness:** Skill in managing and optimizing costs related to equipment and maintenance.

#### Physical Requirements and Working Conditions

- Must be able to lift and move equipment weighing up to 50 lbs.
- Duties may require occasional in-person visits to the gym and outdoor event settings.
- Flexible scheduling to accommodate club and event needs.

If you're organized, proactive, and passionate about supporting a thriving sports community, we'd love to hear from you!

#### Additional Information

- **Diversity Commitment:** Model nondiscriminatory practices in all activities.
- **Other Duties:** Perform additional responsibilities as assigned by the Club President or appropriate administrator.
- **Professional Development:** Attend staff development meetings, clinics, and training to enhance performance and knowledge.

**Note:** West Seattle Reign Sports LLC reserves the right to revise or change this job description at any time.

#### Signature Acknowledgment

By signing below, I acknowledge that I have read and understand the responsibilities, qualifications, and working conditions outlined in this job description.

#### Approvals:

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date