



West Seattle Reign Sports LLC
Seattle, WA
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www.westseattleireign.com

Job Title: Gym Staff/Key Holder
Job Classification: Part-Time
Reports to: Club President
Work Schedule: TBD by Club President

Overview

West Seattle Reign Sports Club is seeking a reliable and personable individual to join our team as a **Gym Staff Member/Key Holder**. This essential role involves ensuring smooth daily operations at the gym, providing excellent customer service, and supporting a variety of events and activities. This is an in-person, on-call/as-needed position with flexible scheduling, collaboratively designed to support both staff needs and gym operations.

Are you dependable, proactive, and passionate about fitness and community engagement? If so, we invite you to apply and help us foster a welcoming, well-run environment for all gym visitors.

Key Responsibilities

- **Facility Management:**
 - Open and close the gym according to operational hours.
 - Ensure the facility is clean, organized, and meets safety standards.
 - Perform basic maintenance tasks and promptly report any issues to management.
- **Customer Engagement:**
 - Provide exceptional customer service by assisting gym visitors with inquiries and concerns.
 - Serve as the primary point of contact during open gym sessions, team parties, and West Seattle Reign (WSR) events.
- **Event Support:**
 - Assist with setting up and monitoring events, including open gyms, team gatherings, and WSR-hosted activities.
 - Ensure smooth operations during events, addressing any issues as they arise.
- **Team Collaboration:**
 - Work closely with other staff members to create and manage schedules that meet both individual and organizational needs.
 - Support team initiatives and contribute to a positive work environment.

Key Skills and Qualifications

- **Customer Service:** Strong interpersonal skills and the ability to provide a welcoming and professional experience for all visitors.
- **Dependability:** Reliable, punctual, and able to fulfill all job-related responsibilities consistently.
- **Fitness Knowledge:** Basic understanding of fitness equipment, exercises, and gym etiquette is a plus.

- **Communication:** Excellent verbal and written communication skills for engaging with clients and team members.
- **Teamwork:** Ability to collaborate effectively with others and contribute to a cohesive team environment.
- **Problem-Solving:** Proactive in addressing issues, with the ability to think quickly and implement solutions during events or emergencies.

Additional Information

- **Physical Requirements:** Must be able to stand, walk, bend, lift up to 25 lbs, and perform tasks requiring physical activity.
- **Work Conditions:** This is an on-site position with flexible, on-call scheduling, including evenings and weekends as needed.
- **Compensation:** Competitive hourly rate, with opportunities for professional development within the organization.

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