

Job Description: AVCSS Gym Coordinator

Gym Coordinator: Responsible for accountability and care of all gym space required by teams participating in the AVCSS Basketball Club (AVCSS).

Required duties for the Position of Gym Coordinator:

1. Ensure that all Gym requests are submitted to the Rec Center administrative office in a timely manner.
2. Ensure that gym schedules are completed and sent to coaches in a timely manner, and any changes are communicated.
3. Ensure that all coaches are trained on Gym codes, and any/all Gym procedures.
4. Report Gym concerns to the Rec Center and AVCSS Club Administrator ASAP, includes follow-up.
5. Maps to all gyms, with directions to coaches (available for tournaments also).

I have read and understand the required duties of the AVCSS Gym Coordinator as described above.

I accept this position and will perform the required duties to the best of my ability, and always in the best interest of AVCSS.

(Signature)

(Date)

(Witnessing Signature)

(Date)