

## 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.

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(Signature)

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(Date)

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(Witnessing Signature)

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(Date)