



## SPORTS ASSISTANT

### **PRIMARY JOB PURPOSE**

To support the day-to-day running of the gym and Sports Department, including assisting at sporting events, setting up equipment, maintaining sporting facilities and supervising children.

### **KEY RESPONSIBILITIES**

- Manage member and guest sign-ins at the gym reception and check members in for all group classes.
- Conduct gym orientations and inductions for new members.
- Assist with setting up and packing away gym equipment for classes, and stand in for instructors when required.
- Maintain and file all class attendance registers, feedback, suggestions and complaints.
- Prepare and submit daily gym access reports to Sports Management.
- Ensure the gym is clean, neat and presentable by coordinating with the cleaning team.
- Report damaged or faulty gym equipment to Sports Management.
- Conduct weekly stocktakes of sports equipment using the designated sports stock sheets.
- Inspect the mountain biking (MTB) and running trails, clean trail signage and report any maintenance or safety concerns to Sports Management.
- Assist with setting up and packing away sporting equipment for Club events, including club runs, family fun days, First Friday, campouts, holiday clinics, gazebo days and Woodmead Spring Day.
- Assist with staff sporting events, race pack collections and the capturing of race results.
- Provide general assistance to the Sports Department as requested by Sports Management.

### **PERSONAL ATTRIBUTES & SKILLS**

- Strong written and verbal communication skills
- Excellent social and interpersonal skills
- Intermediate computer skills (MS Office)
- Sound knowledge of sporting codes and gym operations
- Able and willing to work with children
- Available to work early mornings and late evenings

## ***MINIMUM / PREVIOUS EXPERIENCE***

- 1–2 years' experience in a similar role or sporting environment
- Physically fit, active and able to assemble equipment
- Up to date with current developments in sport
- Available to participate in sporting activities

## ***QUALIFICATION***

- Matric or equivalent
- Tertiary qualification in Sports Management or Sports Marketing (preferred)
- Valid South African driver's licence (advantageous)

## ***PROPERTY***

- Auckland Park

***APPLY NOW!***

## ***APPLICATION PROCESS:***

Interested employees must complete the application form and submit with their CV's to [careers@ccj.co.za](mailto:careers@ccj.co.za) by no later than ***29<sup>th</sup> October 2026***.