



Excelsior Springs Parks, Recreation, Community Center Department

Job Title:	Fitness Attendant I	Job Category:	General
Department/Group:	Parks, Rec, Community Center	Supervisor:	Fitness Manager
Location:	Community Center	Travel Required:	NO
Level/Salary Range:	A	Position Type:	Part-time

Job Description

GENERAL PURPOSE:

The Fitness Attendant is responsible for working the fitness desk area, cleaning fitness equipment, instructing effective and safe use of fitness equipment and ensuring orderly operation of the fitness floor.

ESSENTIAL JOB FUNCTIONS:

1. Ensure a safe workout environment through constant circulation of the fitness floor
2. Ability to answer basic fitness questions and have extensive knowledge of the equipment and proper workout technique
3. Be available to set up any user on any piece of equipment or weight machine and properly provide spots to users
4. Keep the fitness floor clean and make sure all weights are in their proper place
5. Assist in making sure weight benches and machines remain in the proper location
6. Clean equipment and fitness floor according to the cleaning schedule
7. Aid the Shift Supervisor when checking in group exercise classes during peak times
8. Enforce all ESCC policies and procedures
9. Execute emergency procedures when necessary
10. Maintain a clean and safe environment by monitoring the facility constantly and addressing any safety or cleanliness issues immediately
11. Attend scheduled staff meetings and trainings
12. Communicates effectively with the leadership team, peers, and members
13. Instruct members on how to use both cardio and strength equipment while performing client fitness orientations
14. Support and assist the staff as requested
15. Keep a neat and clean appearance and wear the approved uniform.
16. Be responsible for reading, understanding and following the guidelines of the Excelsior Springs Community Center manual
17. Be positive, approachable, friendly and always willing to assist customers
18. Constantly updating one's self on new information and changes occurring throughout the facility.
19. Exercise good interpersonal skills by gladly assisting other to accomplish the work of the organization, even if it is outside the scope of regular duties.
20. Perform public relations tasks such as answering phones and responding to inquiries from the public
21. Act in a dependable manner by meeting schedules and deadlines, adhering to policies and procedures and maintaining an excellent attendance record.
22. Enforcement of facility policies and City rules and regulations
23. Other duties as assigned



QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Must be at least 16 years of age.
- Must have good communication skills including phone skills.
- Able to make independent and sound decisions in a fast-paced environment.
- Highly organized, detail, and goal-oriented.
- Able to work with diverse groups of people in a friendly and consistent manner.
- Able to reflect a positive attitude and provide excellent customer service.
- Basic math skills in handling fees.

PREFERRED KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge in all aspects of job and Department operations; maintains high quality of work; follows health and safety guidelines.
- Positive Attitude -Demonstrates superior customer service; treats other employees and citizens with kindness; promotes goodwill; solves conflict with tact.
- Constant Development -Continually looking for areas to improve upon; decisive and adaptive; supports new ideas; a driver for change. Innovative
- The physical demands described here are representative of those that must be met by an associate to perform the essential functions of this job.
- While performing the duties of this position, the associate is regularly required to stand, walk, and communicate with members, program participants, guests, vendors and associates. Reaching above shoulder heights, below the waist or lifting as required to store materials, move basketball goals, and other duties throughout the workday.
- The associate may occasionally lift and/or move up to 50 pounds. Proper lifting techniques required.
- The associate may be required to assist in case of emergency situations with members and program participants related to CPR/First Aid procedures.

ADDITIONAL NOTES

This position description has been prepared to assist in defining job responsibilities, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The Director retains and reserves any or all rights to change, modify, amend, and or delete, any section of this document as it deems, in its judgment, to be proper.

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Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time