

Fitness Assistant Job Description

Department:	University Recreation & Fitness (URecFit)
Schedule:	Temporary/Non-benefited
Shift:	Varies. Mostly weekday with evening and weekend work required.
Hours:	Department Specific
Type:	Non-exempt

PRIMARY DUTIES

Uphold URecFit Core Values

- **Accountability:** Take ownership of URecFit facilities and programs by exhibiting a responsible work ethic.
- **Civility:** Promote an environment that is responsible, ethical, respectful, and courteous.
- **Collaboration:** Develop professional relationships with; co-workers, guests, other departments of the university and the community.
- **Diversity:** Provide quality customer service with an awareness of, and appreciation for individual uniqueness and diversity.
- **Excellence:** Uphold all URecFit policies and procedures to guarantee participant safety and satisfaction.
- **Leadership:** Demonstrate a desire to be a leader within the campus recreation community and university.
- **Knowledge:** Stay apprised of the best practices and latest trends in recreation.

Under the supervision and direction of the Assistant Director and Coordinator for Fitness:

1. Supervise and assist with daily operations of the fitness desk and strength and conditioning room.
2. Maintain and monitor for compliance of all fitness rules, policies and regulations.
3. Maintains a clean and safe environment.
4. Provide group and one-on-one fitness equipment orientations.
5. Complete all assignments required during shifts and record participation counts.
6. Refer all injury related, nutrition and eating disorder questions to professional staff.
7. Complete clerical paperwork for any programs or services.
8. Assist with program/special event set up.
9. Performs maintenance and custodial duties as assigned.
10. Attend all in service trainings and meetings.

MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Applicants must pass a background check.

REQUIRED SKILLS AND ABILITIES

- Ability to apply basic analytical skills; to operate manual and automated office equipment, personal computers and spreadsheet software to input data; to communicate effectively both orally and in writing; to prepare and present working papers and supporting documentation.
- Outstanding communication, interpersonal, and customer service skills.
- Maintain a thorough understanding of all policies and procedures concerning fitness equipment and programs.
- CPR & AED certified or willingness to obtain.