



**JOB TITLE: FITNESS ATTENDANT–RECREATION, FITNESS DEPT.**

**CLASSIFICATION: PART TIME HOURLY**

**SUPERVISOR: DIRECTOR OF RECREATION**

**POSITION SUMMARY:**

The fitness attendant is responsible for the daily operations of the fitness center, which will sometimes include the gymnasium. As a representative of the District attendants will be required to answer phone and customer inquiries, maintain operations of the fitness center, open and close the building.

Must be able to pass a detailed background investigation for criminal records. Individual must have no evidence of misuse or use of illegal substances or drugs. Hours will be flexible and availability must meet the needs of the district. Individual must maintain certification in CPR, AED, and First aid.

**QUALIFICATIONS:**

- This position requires the employee to possess good customer service skills.
- Desired employee should have basic knowledge of fitness equipment and wellness knowledge.
- The employee must have a minimal amount of basic computer skill.

**EDUCATION AND EXPERIENCE:**

- High school graduate or educational course work showing completion of approved program granting high school level equivalency.
- A minimum of 6 months fitness center experience is preferred.
- A comprehensive education can waive experience requirements.

**HOURS:**

- The Fitness Attendant has flexible hours of work, to be determined by the Director of Recreation.
- This position is hourly, flexible requiring occasional variance in scheduling.
- This position may require work and appearance outside the traditional forty-hour workweek.

**ESSENTIAL FUNCTIONS:**

- Responsible for maintaining the daily operations of the fitness center.
- Complete daily tasks as directed by the Director of Recreation.
- Take responsibility for the condition of the fitness center keeping the center clean and organized.
- Greet all members and visitors and assure proper sign in and registration procedures to validate memberships.
- Monitor gymnasium.
- Check the employee log to keep updated of important communications.

- In the event the main office is closed the fitness desk is responsible for registrations and general assistance to the public.
- Assist customers with use of the equipment.
- Maintain filing system.
- Answer telephones and possess good customer service skills when handling complaints or concerns from business and public customers.
- Process registrations, daily passes, guest passes, personal training requests, service requests, accident, incident and public complaint reports.
- Handle monthly preventative maintenance and daily safety checks of the equipment.
- Project a positive image and maintain a cooperative attitude with co-workers and the public.
- Communicate progress, status, or problems with equipment to respective supervisor.
- Participate in the district's safety and training programs to ensure that work performed and services provided are implemented in a safe manner.
- Must follow, administer, and implement Wauconda Park District policies and guidelines.

#### MARGINAL FUNCTIONS:

- Assist recreation staff with classroom setups, or monitoring building during after-hours programming.
- Handle special project as directed by the fitness supervisor or office staff.

#### PSYCHOLOGICAL CONSIDERATIONS:

- Employee should be able to maintain a positive working relationship with other employees and the public.
- Employee must work effectively with all customers maintaining a pleasant and professional demeanor.
- Employee must maintain confidentiality on sensitive subjects and customer information.
- Employee must be able to function in a sometimes fast, ambiguous, and loud environment.
- Employee must be able to demonstrate attention to detail to perform required work.

#### PHYSICAL DEMANDS:

- Requires frequent walking, balancing, stooping, kneeling, crouching, handling, fingering, feeling.
- Requires occasional sitting, reaching.
- Requires medium (40-50 lbs.) to heavy (50-100 lbs.) strength.

#### ENVIRONMENTAL CONSIDERATIONS:

- Employee must park in exposed parking lot with potential of walking ¼ mile.
- Employee work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
- Employee work area is occasionally loud.
- Essential functions of the position required frequent physical activity and lifting.
- Protective clothing is not required.

COGNITIVE CONSIDERATIONS:

- Employee must have the ability to follow directions and communicate in English verbally and in writing.
- Employee must be able to read and understand material printed in English.
- Employee must possess time management and organization skills to effectively perform his /her job.
- Employee must show a basic knowledge of computer skills.
- Employee must have ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspects of the position.

**This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements and efforts of working conditions associated with this job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change, e.g., emergencies, rush jobs, changes in personnel, workload, technological developments, etc.**

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

