

Fitness Assistant

EMPLOYMENT EXPECTATIONS

Department of Wellness and Recreation

Nature of Work

The purpose of this position is to closely monitor all activities on the fitness floor and provide assistance to users as needed. FA's are responsible for ensuring the safety and exercise efficacy of all fitness areas through education on weight room etiquette, proper strength and resistance training techniques, correct use of fitness equipment, maintaining cleanliness and proper functioning of all fitness equipment and areas, and enforcement of all user policies and procedures.

Job Expectations

- Maintain current CPR/AED and First Aid certification
- Work all scheduled shifts, arriving promptly for shifts, dressed in uniform, presenting a professional appearance and enthusiastic team attitude.
- Stay informed of all facility closures, amended hours, program dates, staffing changes, and special visitors, tours, and events.
- Utilize When to Work to communicate work availability to supervisor.
- Attend all mandatory in-services and trainings.
- Follow procedures set forth in the employee handbook, as well as departmental and university policies.

Primary Duties

- Protect the safety and well-being of each patron, while providing the best customer service possible
- Monitor all fitness areas by continuously walking throughout the floor. Be aware of patrons and activities taking place at all times.
- Enforce all Wellness and Recreation policies and rules.
- Assist patrons with proper equipment use and safety.
- Review User Policies/Procedures with patrons as needed to ensure understanding and adherence.
- Remind users to clean/wipe down equipment after use.
- Provide general fitness education to users.
- Prepare facility for daily opening/closing by following established procedures.
- Report all maintenance issues to the Supervisor on duty. Complete the Equipment Repair Report located on the Wellness.recreation gmail drive.
- Clean assigned equipment during scheduled shift. Cleaning should be thorough and include the entire piece of equipment (i.e. frames, rails, upholstery, screens, etc.)
- Immediately notify the Supervisor on duty of any accident or emergency situation. Respond appropriately and follow emergency action plan as trained.
- Complete an online Injury Report form.
- Perform miscellaneous duties as assigned.

Disclaimer: The above statements are intended to describe the general nature of the performance of the job. Employees may be required to perform duties outside of what is listed above and occasionally outside of their normal responsibilities.