

Fitness Center Attendant

Department - University Center

Job Title - Fitness Center Attendant

Purpose of Job - The Fitness Center Attendant (FCA) will provide a safe, clean workout environment for all patrons in the Fitness Center and gymnasium. FCAs will serve as representatives of the UC staff to guests, patrons, members and the University community. The FCAs must exercise strong interpersonal skills and sound judgment in dealing with the public and the safety of their patrons.

Job Duties and Responsibilities -

A. Fitness Center Operations

- a. Assumes responsibility for day to day operations of the Fitness Center including maintaining a safe and clean environment, enforcing rules and policies, and remaining alert for possible injury/emergency.
- b. Assumes responsibility for opening and closing of the University Center and building security.
- c. Maintains knowledge of emergency plans and procedures used in the Fitness Center, gymnasium and the UC, and takes the initiative to react when necessary.
- d. Exercises good judgment when dealing with the public, emphasizing strong customer service.
- e. Maintains all records and reports pertaining to Fitness Center operations.
- f. Promotes and assists in Fitness Center programming to motivate and inspire Fitness Center customers.
- g. Responds accurately and in a timely manner to all email and phone correspondence from FCSS and/or Coordinator.
- h. Makes observations and suggestions to FCSS aimed at improving operations and programs.
- i. Conveys accurate information regarding staff scheduling in a timely manner.
- j. Assumes responsibility for policies governing the Fitness Center.
- k. Attends all in-service/training sessions and staff meetings.
- l. Uses My Webster ADP appropriately for accurate reporting of time and payroll processing.
- m. Completes additional responsibilities deemed necessary for quality, productive operations of the Fitness Center.

Qualifications -

- Be a full-time student of Webster University, and maintain a minimum 2.5 semester and cumulative GPA.
- Must have successfully completed an American Red Cross CPR/AED and First Aid Certification (this certification can be provided after hiring).
- Be available for a minimum of 15 hours per week.
- Display superior customer service abilities in addition to strong interpersonal and communication skills.
- Demonstrate an ability to initiate various tasks and a willingness to accept responsibility.
- Display an enthusiastic and positive attitude about the University Center and the campus.
- Maintain a professional, neat appearance and a positive demeanor.
- Uphold and abide by all University, federal, state, and local regulations and policies.
- Other time commitments (i.e. other jobs, student organizations, executive board positions, etc.) should be discussed and approved by the Coordinator.

Physical Demands – This position requires the ability to lift, push or pull 50 pounds to move equipment and free weights.

General Information -

This position is a learning experience supervised by the Coordinator of Fitness Center and Aquatics and Fitness Center Student Supervisor, who will meet with the student regularly to provide direction and support. The Coordinator will give written and oral evaluations at least two times per year to assist the student with the achievement of his/her goals and objectives.

Remuneration - \$9.45 per hour. Students who have worked in the position for two semesters and demonstrated excellent work performance are eligible for merit increases.

Hours -

Regular Hours

- Scheduled to work approximately 8-15 hours per week with a variety of assigned shifts for best coverage of facility hours 6am – 10:30pm. Early mornings, evenings and weekends should be expected.
- Must attend staff meetings (minimum 8 meetings per semester).
- Student employees must not exceed 20 hours of work per week during the school year.

Additional Hours and Training

- Expected to work rotating shifts as needed.
- Must attend staff training in the fall and spring (these may take place before classes begin).
- Work at least three shifts, if necessary, during two of the three break periods (including fall break, winter break, spring break) and maintain 15 hours per week during the summer months.

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