

Department: Parks, Recreation and Tourism Pay Grade: Part-Time
Reports To: Wellness Manager FLSA Status: Non-Exempt
Last Revised: 09/2009 Last Reviewed: 09/2009

GENERAL STATEMENT OF DUTIES

Performs responsible recreational service work providing floor coverage in Wellness areas during center's operational hours. Monitors safe and proper usage of exercise equipment, performs all cleaning duties associated with position, and encourages and enforces Wellness department's policies and guidelines. This role reports directly to center's Wellness Management Staff. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

- Delivers uncompromising customer service responding immediately to customer requests, inquiries, and concerns.
- Actively engages in conversations with participants to ensure their questions and needs are fulfilled.
- Monitors safe and proper use of exercise equipment.
- Performs Wellness orientations, exercise consultations, and fitness assessments.
- Performs all cleaning duties as outlined in department's "opening/closing checklist".
- Makes "rounds" every 20 - minutes while working to ensure fitness areas, locker rooms, and restrooms are safe and clean.
- Reports any equipment malfunctions, environmental risks, or shortages of supplies to supervisor or other to center related manager.
- May keep participant visitation count.
- Attends monthly staff meetings and in-service trainings.

POSITION REQUIREMENTS/PREFERENCES

Education Required: Graduation from High School or equivalent
Preferred: Nationally accredited Fitness Certification or working toward a degree in Exercise Science or Health related field.

Experience Preferred: Previous experience in fitness related setting with customer interaction.

Certifications/
Licenses Required: Valid Virginia driver's license with good driving record. CPR, First Aid, and AED.
Preferred: Nationally accredited Fitness Certification or working toward a degree in Exercise Science or Health related field.

- Knowledge, Skills and Abilities
- Previous experience using various exercise equipment; free weights, functional training equipment, selectorized machines, and cardiovascular machines.
 - Knowledge of fitness and health.
 - Ability to develop and maintain effective working relationships with employees, customers and the general public.
 - Effective communication skills both verbally and in writing, to a wide variety of staff and customers.
 - Ability to multi-task handling high volume of business demands and service requests received each day.

Additional Requirements Subject to a complete criminal history and Child Protective Services background search with acceptable results. Good physical condition. Following a conditional offer of employment, must pass a post offer physical examination or test. Must be able to perform the job as described in the Physical and Environmental Demands section of this job description. Must be willing to work a flexible schedule including nights, weekends and some holidays.

Supervisory Responsibilities None

OVERALL PHYSICAL STRENGTH DEMAND

Moderate Lift and/or exert force up to 50 lbs. frequently, 10 lbs continuously, or insignificant amounts constantly and requires walking or standing to a significant degree.

PHYSICAL DEMANDS

C = Continuously 5.5 to 8+ hours daily F = Frequently 2.5 to 5.5 hours daily O = Occasionally Up to 2.5 hours daily R = Rarely Less than 1 hour per week N = Never Never occurs

Code	Physical Demand	Code	Physical Demand
F	Standing	F	Sitting
F	Walking	F	Lifting
O	Carrying	F	Pushing/Pulling
O	Reaching	O	Handling
O	Fine Dexterity	O	Kneeling
F	Crouching	O	Crawling
F	Bending	O	Twisting
O	Climbing	O	Balancing
C	Vision (Correction Required)	C	Hearing
C	Talking	O	Foot Controls (driving, operation of equip, etc.)

ENVIRONMENTAL FACTORS

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	R - Rarely	N = Never
Code	Health and Safety	Code	Environmental Factors		
W	Mechanical Hazards	S	Dirt and Dust		
W	Chemical Hazards	R	Extreme Temperatures		
M	Electrical Hazards	W	Noise and Vibration		
R	Fire Hazards	R	Fumes and Odors		
N	Explosives	D	Wetness/Humidity		
R	Communicable Diseases	R	Darkness or Poor Lighting		
R	Physical Danger or Abuse		Other (specify)		

PRIMARY WORK LOCATION

Wellness Center

MACHINES, TOOLS, EQUIPMENT, WORK AIDS

Computers, telephones, office equipment, and fitness equipment and assessment tools.

PROTECTIVE EQUIPMENT REQUIRED

As applicable to activities involved.