



Fitness Assistant Position Description

Identifying Data:

- ❖ Title: Fitness Assistant
- ❖ Type: Part Time, not to exceed 19.5 hours per week
- ❖ Department: Parks & Recreation /Fitness
- ❖ Reports to: Recreation Supervisor/Health & Fitness

Summary of position:

Under the general supervision of the Recreation Supervisor/Health & Fitness, the Fitness Assistants will strive to maintain a clean, safe and fun environment within the fitness area for our members and guests.

Lifting/manipulating various weight and fitness equipment are required.

Duties:

- ❖ Provide orientations and health education information to members as directed
- ❖ Support Community Center/Fitness Area marketing, customer service and program services.
- ❖ Enforce all Community Center / Fitness Area policies consistently and without exception.
- ❖ Maintain a clean & safe environment: perform cleaning tasks as outlined in daily cleaning schedules, replace equipment & weights as needed, monitor participants for proper equipment use to promote safety.
- ❖ Take initiative and address facility needs outside of daily check list
- ❖ Administrative duties as needed
- ❖ Provide exceptional customer service
- ❖ Provide opening and closing duties as necessary
- ❖ Maintain communication with supervisor/MOD; report any faulty equipment or incidents involving staff, guests and members.

Skills / Requirements:

- ❖ Demonstrate basic working knowledge of all equipment in the fitness center – training opportunities will be provided.

- ❖ Fitness Assistants must possess excellent verbal communication skills and demonstrate a desire and ability to work with individuals of various ages, ethnicity, social and economic backgrounds.
- ❖ All Fitness Assistants must possess a current adult CPR certification within 2 months of hire date. Training opportunities will be provided. If you cannot complete CPR certification with MCC for any reason; you will be expected to arrange CPR certification and payment on your own
- ❖ All Fitness Assistants must complete Bloodborne Pathogens Training within 2 months of hire date. Any failure to do this may result in loss of shifts.
- ❖ Remain current and knowledgeable about the Mansfield Community Center policies, events and programs.
- ❖ Comply with professional dress code as determined by the Recreation Supervisor/Health & Fitness.

Experience

Entry level, hourly position. Experience related to the fitness field highly desired but not required. Training provided. Due to the nature of the position all participants must be at least 16 years of age. Work permits are required for employee's ages 16 to 18 prior to beginning work.