

JOB TITLE: Fitness Center Assistant

DEPARTMENT: Athletics

LOCATION: Main Campus - Union

REPORTS TO: Athletic Director

FLSA: Non-Exempt

LEVEL: 102

DATE: 8/1/22; 4/15/09

POSITION SUMMARY: Assist in the daily operation of the Fitness Center by providing students with instructional use of equipment and fitness workouts required of the fitness courses.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)*

- Completion of Bachelors degree; Masters preferred.
- One year related experience.
- American Red Cross Certification in CPR and AED practices.

ESSENTIAL TASKS: *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.*

- Instruct students using acceptable levels of fitness training based on individual student needs.
- Open and close the fitness center during weekly assigned day and or evening hours of the fall and spring semesters.
- Maintain a good relationship with students and community users of the facility.
- Keep accurate grading records of students in credit classes and track non-credit student use with specified computer software.
- Clean and maintain a safe fitness workout facility for all users.
- Remain visible and approachable to all fitness center participants (students, faculty, staff, and community members) at all times, and act as a resource by providing answers to questions or assistance as requested.
- Assist with basic maintenance and upkeep of the facility, including vacuuming, picking up debris, and wiping equipment. Report equipment malfunctions or facility repair needs to the supervisor on duty.
- Offer useful, tactful, and safe advice to individuals regarding their exercise program and/or use of equipment.
- Insure safe workout environment.
- Enforce facility policies/procedures.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Communicate effectively in a professional, tactful, and courteous manner with students, employees, faculty, and the general public.
- Ensure that all activities are conducted within the established College policies, FERPA guidelines and other applicable laws pertaining to employment and education.
- Perform assigned responsibilities, other related duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

KNOWLEDGE, SKILLS, and ABILITIES: Knowledge of department and college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations. Ability to demonstrate the use of equipment in the fitness center. Ability to assist individuals in developing a safe and effective exercise program. Good communication skills. Excellent customer service skills.

LEADERSHIP and COMMUNICATION SKILLS: Communicate information to guide or assist people; may give instructions or assignments to helpers or assistants.

DECISION-MAKING and ANALYTICAL SKILLS: Requires some decision-making; perform clerical or manual duties; adhere to college and department policies, procedures, and practices; perform job duties in a safe and efficient manner.

EQUIPMENT/SOFTWARE: Use office machines such as telephones, copiers or calculators. Fitness Center equipment (circuit machines, elliptical, treadmills, free weights, etc.). Use of computers for data entry; Microsoft XP, Microsoft Office (Word, Excel, Outlook) Use of customized software for tracking fitness center usage.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Environment: Work is performed primarily in an indoor environment; some noise, dust variance in temperatures, moisture and/or humidity, paint fumes during state construction; frequent interruptions and distractions; extended periods of time viewing computer monitor. Flexibility to work evenings and/or weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 10 lbs; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

POSITIONS SUPERVISED: None

SIGNATURE: *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

I have read and reviewed the job description and I agree to perform the duties according to my supervisor's expectations and the College's policies and procedures. I acknowledge the College's right to revise the job description.

Employee Signature/Date

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