Fitness Attendant Position Description

Purpose
This position is responsible for the day-to-day operations for the Fitness Program, which includes oversight and supervision of the fitness areas. This person must be able to demonstrate effective decision-making and critical thinking skills to ensure the best customer service and safety for patrons by educating patrons regarding policies, procedures and proper equipment usage, and provide general care and maintenance of equipment and facilities.

Minimum Requirements
- Currently enrolled student of University of Nevada Las Vegas
- Personal commitment and interest to fitness and wellness
- Ability to work at least 6 hours per week
- Must be CPR/AED certified within the first 30 days of employment

Physical Requirements
- Position requires ability to lift, push, and move equipment approximately 45 pounds in weight
- Position require being on your feet and walking

Preferred Qualifications
- Experience with the use and operations of various fitness equipment and exercises

Duties and Responsibilities include, but are not limited to:
- Monitor members in designated areas of the Student Recreation and Wellness Center to ensure safety and well-being during participation
- Utilize RecTrac software to check out equipment
- Follow established work zone rotations to accomplish assigned tasks throughout facility
- Clean and sanitize facility space and exercise equipment to provide a safe area
- Educate patrons on Campus Recreational Services policies, enforcing them when required
- Report injuries, incidents, member concerns, and feedback forms
- Employ strong decision-making and conflict resolution skills with members when policies and/or procedures are violated, including hostile patrons.
- Coordinate emergency and evacuation procedures that include care for injured, initiation of emergency action plan, notification of appropriate university and community authorities, and completion of paperwork
- Complete cleaning and inventory duties
- Utilize When to Work to communicate work availability to supervisors and co-workers
- Effectively use time-management skills for all shifts and essential functions
- Conduct and perform Fitness Assessments
- Arrive promptly for shifts, dressed in provided uniforms, presenting a professional appearance and enthusiastic attitude
- Attend all mandatory in-services and trainings
- Provide customer service by assisting patrons via spotting, answering questions and demonstrations on fitness equipment
- Follow procedures set for in the employee handbook, as well as all departmental and university policies
Criteria for Success

- Ability to display a positive attitude for all patrons and CRS staff.
- Ability to prioritize tasks, manage time and balance professional and personal commitments.
- Ability to follow policies and procedure, arrive prepared and on time for work and consistently demonstrate service excellence.
- Ability to work with others and collaborate.
- Ability to be effective in oral and written communication.
- Ability to understand and appreciate human differences including race, ethnicity, ability, religion, age, class, educational level, size appearance. Language and marital status.
- Ability to assess a situation and make well informed decisions independently.
- Ability to positively promote UNLV and CRS to peers/patrons and take initiative to be involved throughout campus.
- Ability to provide superior customer services through all interactions.

Transferrable Skills:

- Communication and Listening Skills
- Problem Solving and Critical Thinking
- Working Independently and with a Team
- Working with a Diverse Constituency
- Professional Development
- Organizational Skills
- Time/Self-Management
- Customer Service
- Health & Wellness

Evaluations will be based on self, peer, and supervisory.

Pay Rate: $9.75 per hour
Minimum Hours: 10-15 hour per week