



**EAPRD Job Description**  
**Fitness Attendant**  
**Part-Time**

**MISSION STATEMENT:**

As the heart of the community, the Eaton Area Park and Recreation District strives to inspire and encourage healthy lifestyles by serving the physical, social, and mental needs of all ages.

**SCOPE OF POSITION:**

General Statement of Duties: Perform a variety of duties associated with the day-to-day operation of the fitness center. The Fitness Attendants collaborate with members to promote wellness and help members realize their personal best. Fitness Attendants are responsible for developing relationships with members and providing them with support, education, and encouragement. Fitness Attendants supervise the proper use of the facility and uphold the rules and policies of the Community Center. Fitness Attendants provide orientations for new members and may provide additional Wellness & Recreation services.

Supervision Received: Works under the direction of the Recreation Coordinator -Fitness & Active Adults.

Supervision Exercised: None

FLSA Status: Non-Exempt

Salary Range: \$15.16/Hr. Part-Time

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide excellent member service, greet, and acknowledge all members and encourage participation.
- Monitor the Fitness Center as members use the equipment to ensure their general safety, enforce all codes of conduct, rules and policies including but not limited to, age restrictions, language, and proper use of the facility.
- Schedule and complete fitness equipment orientations to new members that include the safe use of equipment, a tour of the fitness center and introducing members to the complementary and additional services the member may be interested in.
- Schedule and lead Youth Fitness Orientations and Fitness Assessments.
- Demonstrate correct stances, posture, and form during Member Orientations; show safe effective range of motion and exercise control; offer modifications to promote the safety of our members.
- Complete daily cleaning tasks as assigned and record their completion.
- Monitor and input attendance tracking in designated areas of the Fitness Mezzanine.
- Supervise member activity in gymnasium, locker rooms, and fitness mezzanine.
- Take the initiative to offer information on personal training, wellness coaching, classes, and wellness services with interested members.



- Assist supervising Recreation Coordinator with administrative tasks that include keeping accurate records of scheduled, rescheduled, and cancelled appointments for orientations.
- Communicate issues or incidents to supervising Recreation Coordinator including but not limited to equipment misuse or malfunctions, member conflict, incident or injury, and additional cleaning or maintenance needs of equipment or fitness center.

### **QUALIFICATIONS:**

#### **Education and Experience:**

- High school diploma or GED
- One year of related work experience or training preferred.
- An equivalent combination of education and experience may be considered.
- Must be 18 years or older.

#### **Necessary Knowledge, Skills, and Abilities:**

- Preferred to hold a current Group Exercise or Personal Training certification from at least one accredited organization, including but not limited to ACSM, CSCS, NASM, NETA, ACE, AFAA, NSCA or a similar organization.
- Ability to obtain CPR, AED, and First Aid certifications within 3 months of hire.

### **REQUIRED KNOWLEDGE AND SKILLS:**

- Knowledge of the current principles, practices, teaching methods and techniques specific to planning and teaching the program of instruction in areas of expertise.
- Must be able to read, write, and speak English fluently.
- Working knowledge of the major muscle groups and kinesiology.
- Ability to plan and organize safe and effective sessions and activities. Ability to select appropriate exercises, design choreography and create music playlists if needed.
- Understands that use of explicit language is not allowed in playlists/song choices.
- Ability to effectively present exercises, demonstrate proper techniques and respond to questions specific to the program of instruction.
- Ability to adapt exercises and activities to meet a wide variety of participant skill levels.
- Demonstrate time management skills by beginning and completing assigned shifts and/or utilizing program time effectively.
- Ability to maintain certifications.
- Ability to market training services or special programs continually and consistently.
- Ability to perform first aid, CPR, and other medical attention as needed.
- Ability to provide outstanding customer service in a fast-paced, chaotic environment to a diverse guest population.
- Ability to remain composed in emergency situations, make sound judgment and work effectively with guests and other recreation staff under stressful circumstances.
- Ability to establish and maintain effective working relationships with supervisors, peers, and other EAPRD staff. Including the ability to follow directions and demonstrate professional behavior.
- Ability to communicate, follow and enforce all rules, regulations, and policies. Ability to recognize safety hazards and sanitation issues and notify supervisors.



- Ability to operate all assigned equipment safely; ability to set up, maintain and tear down activity related equipment.

**EQUIPMENT AND VEHICLES USED:**

Personal computer, including word processing software; calculator; copy, scan, and fax machine; phone; portable radio; automobile; various sports equipment used in recreation programs.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The physical demands described here are representative of those an employee would typically encounter while performing the essential duties and responsibilities of this position.

- While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to fifty (50) pounds. Graded based on intensity of instruction (Level 1,2,3).



## JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have reviewed the Fitness Attendant job description, and I understand my job duties and responsibilities. I am able to perform the essential functions as outlined with and without reasonable accommodations.

I understand that my job may change on a temporary or regular basis according to the needs of the District, listed as other duties as assigned.

If I have any questions about job duties not specified in this description, I should discuss them with my immediate supervisor or a member of the management staff.

Name (Printed): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_