

THE CITY OF SHARONVILLE

Position Description

Title: Facility Attendant - Fitness Instructor (Part-Time)

Immediate Supervisor: Fitness Coordinator

FLSA Status: Exempt Non-Exempt Civil Service Status Classified

General Purpose of Position:

Under the direction of the Fitness Coordinator, the Fitness Instructor will be responsible for daily health screenings, fitness assessments, member orientations to the equipment, program development and the daily operations of the fitness facility.

Essential Functions:

- 1) Responsible for assisting with the implementation of fitness programs for users including orientation to equipment, needs assessments and monitoring users to insure safe usage of equipment.
- 2) Assist in supervising facility while on shift, including greeting perspective members, being accessible for information and equipment demonstration. Also includes knowing warning signals and proper medical and emergency procedures for fitness facility as outlined by the Fitness Coordinator; should remain on-site at all times if alone.
- 3) Responsible for insuring proper usage of facility including proper membership procedures, proper age and safety requirements etc.
- 4) Develop and implement fitness, incentive and health promotion programs.
- 5) Responsible for scheduled cleaning of equipment and cleanliness of facility.
- 6) Assist the Fitness Coordinator with trouble-shooting resident and user complaints.
- 7) Assit with and work in conjunction with maintenance staff to insure proper long-term maintenance of equipment.
- 8) Assist with providing information for distribution to the public.

Other Duties:

Perform other duties as required, requested or necessary.

Minimum Requirements for Entry to Position:

Professional stature, including education beyond secondary level in Health and Wellness and/or Fitness or related field and/or work experience and certifications which indicates knowledge of exercise prescription and health promotion. Must know how to implement safety and health guidelines under the direction of the Fitness Coordinator etc. Must have the ability to work with a variety of age groups and fitness ability levels. Good public relation skills are necessary. Must have current certification in first aid and CPR.

Special Qualifications

Strong public relation skills; ability to work effectively, efficiently and extensively with a wide range and variety of people; ability to troubleshoot problems with public, city staff and co-workers in a diplomatic and effective manner.

Be free of felony convictions

Must remain free of drug and alcohol abuse.

Must support the city and department's policies and procedures.

Must maintain supervisor's trust and confidence to make proper decisions.

Physical Requirements Not Obvious from Essential Functions:

Must demonstrate a pattern of reliable and predictable attendance.

Must be able to demonstrate proper use of fitness equipment.

Must be able to use emergency equipment such as fire extinguishers and AED's (Automatic Electronic Defibrillators).

Must be able to effectively and quickly handle and/or evacuate the building in an emergency circumstance.

Employee's Signature

Date

Supervisor's Signature

Date