Fitness Assistant I

Exempt Classification: Non-Exempt

Pay Grade: 23

Reports To: Fitness and Wellness Manager (or Lead in absence of Manager)

Job Overview:
United Fitness Center is committed to improving the health of our community by providing fitness services that heal, prevent disease and injury, and promote personal health and wellness. The role of the Fitness Assistant I is to provide support and assistance for all members utilizing the fitness facility by providing a safe, supportive, clean, and friendly environment.

Responsibilities and Duties:

- Perform new member orientation.
- Perform clerical functions that may include processing new member paperwork, collecting monthly membership dues, and tracking and ordering supplies.
- Assist members in proper use of the exercise equipment.
- Teach small group fitness classes.
- Perform regular facility and equipment cleaning tasks.
- Perform other job-related duties as assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Qualifications:

- High School diploma or GED – required.
- Current CPR/AED certification.
- Must have excellent interpersonal and customer service skills.
- Ability to maintain productive and calm demeanor in a busy environment.
- Must be highly motivated and self-directed.
- Must possess good computer skills.

Work Conditions:

- Busy gym environment with medium to high traffic volume.
- Will be working with fitness equipment.

Required Physical Abilities:

- Must be physically fit and able to demonstrate proper use of gym equipment.

*The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts, or working conditions. United General District 304, reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.*