



## Job Description – Fitness Attendant

**Supervisor:** Assistant Director of Fitness & Wellness & Coordinator of Fitness & Wellness

### **JOB SUMMARY:**

Texas State Campus Recreation is seeking enthusiastic individuals to provide a safe and welcoming environment for all Rec Patrons in the SRC Weight Room. The Fitness Attendant will ensure a positive workout experience through safe and effective fitness guidance and instruction. This includes providing guidance on fitness equipment use, weight room policy, assisting with patron lifting, and any questions about Rec and/or Fitness & Wellness program offerings. Safety is the #1 priority. The Fitness Attendant reports to the Assistant Director of Fitness & Wellness and Coordinator for Fitness & Wellness.

### **QUALIFICATIONS**

#### **Before Hire:**

- CPR/AED and First Aid certification required within **30 days of hire**.
- Must be a currently enrolled student at Texas State University

#### **After Hire:**

- Must complete Blood Borne Pathogen Training & Student Worker Safety Training
- Must develop a strong knowledge of exercise programming as well as injury prevention
- Must develop a full understanding of proper use of all fitness equipment and machines
- Pass the New Hire Test

### **SPECIFIC DUTIES & RESPONSIBILITIES:**

- Arrive to shift in advance (5-10 minutes prior) of scheduled time to report in and set up.
- Attend continuing education opportunities and mandatory in-services each semester
- Be knowledgeable of all emergency procedures and current with emergency response protocol
- Ensure that a safe and healthy environment exists for exercising
- Maintain knowledge of general fitness, wellness, anatomy, kinesiology, and physiology as it relates to human movement and muscular conditioning
- Maintain the exercise equipment through preventative maintenance and realignment
- Perform other duties approved by the supervisor(s).
- Provide accurate information about programs and services we offer
- Provide exceptional customer service by ensuring participants' needs are met and by handling any complaints/concerns quickly and effectively
- Report any equipment/facility issues to the Assistant Director and/or Coordinator as soon as possible

### **EXPECTATIONS**

- Be ON TIME and actively participate in all meetings, in-services, and shifts
- Communicate and respond to emails by the requested deadline
- Enforce and comply with all facility/program policies, rules, and regulations.
- Ensure all patrons are following weight room entrance / usage policies.
- Maintain a high level of professionalism including proper attire, personal hygiene, respect for one another, and a positive attitude. Respect co-workers, supervisors, patrons, and yourself
- Maintain the qualifications, certifications, trainings, and continuing education credits required for position

- Record all hours worked in SAP. Especially for hours worked other than scheduled shifts (ex: tabling, moving equipment, recording videos)
- Utilize Microsoft teams for resources (ex: Staff contact list, sign-ups for events/meetings, in-service agendas etc.)
- Work at least 80% of your assigned shifts in a given semester.
- Follow procedures to have shifts covered in a timely manner.
- No promotion of outside employment that is a conflict of interest with your current position is allowed
- Dishonorable content or poor representation of Campus Recreation or the Fitness & Wellness program via social media or other platforms will not be tolerated

**Pay Scale:**

- \$10.00 / hour starting pay
  - Regular pay wage increase opportunities based on:
    - Performance
    - Length of Employment
    - Continuing Education

**Other:**

In accordance with the Division of Student Success/Campus Recreation Office Strategic Plan, other duties as assigned.