

DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Fitness Center Assistant

DEPARTMENT: Barber Fitness Center/Campus Recreation

DATE: July 23, 2014

SCHEDULE: Flexible

FLSA: Non-Exempt

REPORTING SUPERVISOR: Director of Barber Fitness Center

JOB FUNCTION:

Assists visitors with fitness center activities and exercise equipment by performing the duties listed below.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

	<i>Percentage of Time</i>	<i>Frequency</i>	<i>Description</i>
1.	30%	Daily	Maintains sporting or exercise equipment in designated areas using cleaning supplies and materials, wipes down equipment. Keeps equipment in appropriate/designated areas.
2.	30%	Ongoing	Provides visitors with information/assistance, answers incoming telephone calls, and, as the on-duty staff person, monitors access to the BFC during publicized open hours.
3.	20%	Ongoing	Monitors activities of all visitors to ensure safety and security. May request and hold identification of patrons if deemed appropriate. Reports equipment repair needs to the BFC Director via email and assists visitors on the use and operation of all equipment.
4.	5%	Ongoing	Notifies visitors/patrons of activity schedules and registration requirements.
5.	5%	Ongoing	Must be able to provide emergency assistance or know emergency policies/procedures in situations which warrant this action (CPR-certification preferred).
6.	5%	Ongoing	Receives, stores, and issues sports equipment and supplies.
7.	5%	Ongoing	Other duties as assigned by the Director of the Barber Fitness Center.

MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. One to three months related experience and/or training; or equivalent combination of education and experience.
2. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
3. Ability to write routine reports and correspondence...and sense of responsibility in responding to written requests
4. Ability to speak effectively to customers or employees of organization.
5. Ability to manage personal schedule so that the employee is on time and stays through his/her entire shift.
6. Ability to apply common sense understanding to carry out uninvolved written or oral instructions.
7. Familiarity and comfort level with equipment and how it is used appropriately.
8. Ability to communicate effectively in order to train visitors on fitness facility use.
9. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
10. Must have completed a FAFSA form (Financial Aid) for the current academic year.

WORK CONDITIONS:

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 noise level in the work environment should be maintained at a moderate level.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; climb; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision.