Fitness Center Staff

7-20 hours/week ● $9.05/hour ● 3-4 positions available

Fitness Center Staff are responsible for the day to day operations of the Fitness Center and ensuring a safe environment for all members and guests. This includes being alert and ready to respond in case of an emergency, maintaining equipment, enforcing guidelines, providing customer service, and keeping areas clean and well organized.

DUTIES AND RESPONSIBILITIES

• Welcome, greet, and provide assistance to Fitness Center participants
• Be aware of your surroundings and enforce all policies to ensure the safety of all participants – this includes walking around the Fitness Center floor
• Create a welcoming environment and provide a high level of customer service while supervising the fitness areas
• Educate members on how to properly use cardiovascular equipment, resistance machines, and free weights
• Act as a “spotter” on free weight equipment when needed
• Be approachable and available to answer basic exercise questions or provide member assistance during shift
• Provide basic orientations to members of the Fitness Center
• Clean equipment and maintain Fitness Center appearance
• Maintain a thorough understanding of all policies and procedures concerning the fitness facilities and programs
• Complete all assignments on shift report including opening, maintaining, and/or closing procedures
• Thoroughly complete all incident reports, report all injuries, vandalism, equipment needs and problems immediately to administrative staff
• Uphold Campus Rec’s mission and values
• Attend and actively participate in all mandatory staff meetings and training sessions
• Maintain regular communication with the Fitness Coordinator and/or student supervisor
• Handle any other duties as assigned by the Fitness Coordinator and/or student supervisor

EXPECTATIONS

• Knowledgeable of proper machine usage and etiquette
• Ability to provide excellent customer service
• Ability to help resolve conflicts
• Present self in approachable, friendly manner with a willingness to help a diverse range of users

TYPICAL WORKING HOURS

3 to 8 hour shifts

Hours vary; facility is open 7 days a week from approximately 6:00am to 11 p.m. Ability and willingness to both open and close is expected.
WORKING CONDITIONS

- Work occurs indoors in weight and cardio equipment spaces
- Regularly standing, walking, and sitting
- May require moving heavy weights and machines
- Campus Rec uniform which includes staff shirt, nametag, and closed-toe shoes

MINIMUM QUALIFICATIONS

- Maintain minimum enrollment (6 credits for undergraduates, 5 credits for graduates) for three out of four terms in the year
- Minimum 2.0 grade point average and maintain good academic standing throughout employment
- Commitment to Campus Rec’s mission statement
- Positive attitude
- American Red Cross standard first aid and CPR/AED for the professional rescuer certifications or obtain within 4 weeks of hire
- Available for training on Friday March 29, 2013 (Spring Break).

PREFERRED QUALIFICATIONS

- Experience working with diverse populations
- Strong interpersonal and communication skills
- Leadership experience
- Demonstrated positive customer service
- Experience working in a fitness facility
- Community Health major
- Self-motivation and good time management skills

TO APPLY

   - See [http://www.pdx.edu/careers/writing-cover-letters](http://www.pdx.edu/careers/writing-cover-letters) for tips on how to write your cover letter.
2. Email application and cover letter (and supplemental materials if required) to crecjobs@pdx.edu with the subject line Application for Fitness Center Staff – last name.
3. You will receive a confirmation email that we have received your application within one week of receipt.

If you need accommodations in filling out this application, please contact the Campus Rec Administrative Suite at 503-725-5127 or crecjobs@pdx.edu.

DEADLINE FOR SUBMISSION: Tuesday March 12, 2013 at 11:59pm.