

## **CITY OF AIRWAY HEIGHTS JOB DESCRIPTION**

**TITLE:** Fitness Floor Attendant  
**DEPARTMENT:** Parks, Recreation & Community Services  
**REPORTS TO:** Fitness Supervisor  
**WAGE:** \$16.14 - \$19.27/Hour

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*This is a part time temporary position, and may be required to work early mornings, evenings, weekends, and holidays. Schedule of work hours may vary based on assigned duties.*

### **NATURE OF WORK:**

Fitness Attendants are responsible for monitoring facility use, ensuring safety of patrons, and proper use of Recreation Center fitness areas and equipment. This position will enforce Recreation Center policies and procedures relating to fitness areas and programs. Fitness Attendants will engage members and provide updated information regarding personal training, group fitness classes, and other fitness related programming. Fitness Attendants must create and maintain professionalism and member rapport while delivering the highest level of customer service.

### **ESSENTIAL DUTIES:**

- Conduct fitness floor tours for prospective and existing members in regards to fitness area usage, policies, and services provided
- Monitoring the use of the equipment during open fitness hours
- Monitor fitness floor areas, proper use of equipment, and member conduct during open fitness center hours to avoid personal injury or damage to the equipment or facility
- Clean exercise equipment and all fitness center areas including studio and other areas fitness activities that take place
- Communicate to supervisor(s) orally and document in writing any issues regarding member conduct, equipment, or facility damage
- Conduct body composition testing
- Keep client records organized and confidential in accordance with the HIPPA
- Manage Group Fitness check-ins and rosters
- Set up and tear down the fitness floor and classroom spaces as needed for various activities, groups, and special events
- Assisting with the implementation of wellness/incentive programs
- Develop and maintain bulletin board materials for classes, programs, events, and notifications
- Execute the opening and closing procedures for the fitness center
- Attend all required staff meetings and/or trainings
- Other duties as assigned

### **SKILLS AND ABILITIES:**

- Use of computer applications for member check-in, program registrations, and reports/rosters preparation
- Knowledge of Cardio, free weight, strength, and functional training equipment
- Knowledge of Cardiovascular conditioning, and strength and flexibility training

- Knowledge of Safe and effective exercise techniques for a variety of fitness levels, abilities, or special needs
- Strong understanding of human anatomy and kinesiology
- Adapt to unforeseen circumstances
- Contribute to the collaborative group process
- Outgoing and willing to take on additional assignments as needed
- Establish and maintain effective working relationships
- Communicate orally and in writing
- Maintain confidentiality
- Work independently and make appropriate decisions regarding work methods and priorities
- Follow oral and written direction
- Exercise safe working practices

#### **MINIMUM QUALIFICATIONS:**

- Possess a high school diploma, G.E.D., or an equivalent
- Combination of education, training, and experience in fitness
- Must possess a valid driver's license with one-year minimum driving experience
- Must be at least 18 years of age
- CPR/AED & First Aid Certification
- Successfully complete a criminal history check

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works with various types of fitness equipment. The noise level in the work environment is usually quiet while in the office, and loud when in the facility and while performing duties.

#### **PHYSICAL DEMANDS:**

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 frequently required to walk, stand, sit and talk, or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds, and occasionally must aide or assist participants. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must have the physical endurance to complete a variety of exercises and workouts.

#### **SELECTION PROCESS:**

- City of Airway Heights employment application with resume attached
- Rating of education and experience
- Oral interview and reference check
- Criminal History check

**ORIGINATION DATE:** January 14, 2019  
**EEO CATEGORY:** Service Workers  
**STATUS:** Non-Exempt

*The statements contained herein reflect general details a necessary to describe the principle functions of this classification, the level of knowledge and skills typically required and the scope of responsibilities, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance workload. This job description does not constitute an employment agreement between the City and the employee and is subject to change as the needs of the City and requirements of the job change.*

**Date:** \_\_\_\_\_

**Manager:** \_\_\_\_\_

**Employee:** \_\_\_\_\_