



## **UREC Crew**

**Department:** University Recreation + Wellness (UREC), University of Arkansas - Fayetteville

**Location:** HPER Building

### **Position Description:**

Fitness Center Attendants are responsible for policy enforcement in the Fitness Centers, greeting members and guests as they enter the fitness center, assisting with cleaning and maintaining the fitness equipment, and assisting in any needed member services. Being aware of your surroundings and maintaining patron safety is the main responsibility of the fitness center attendant.

This position will develop UA Career-Ready skills such as Professionalism, Communication, Critical Thinking, and Perspective Awareness.

### **Duties & Responsibilities:**

#### **Facility Supervision & Operations - 50%**

- Supervise and maintain entry into the fitness center.
- Maintain equipment, cleanliness, and maintenance.
- Acquire hourly counts.
- Responsible for the opening and closing of fitness centers at designated hours.
- Complete all necessary facility reports related to injuries, incidents, inventory, and participant counts.
- Attend all staff in-services and trainings.

#### **Member Services & Communication – 30%**

- Provide quality member service in a professional manner.
- Advertise and provide accurate information about all UREC programs, services, and facilities.
- Assist with special events sponsored by UREC.

#### **Safety & Policy Enforcement – 20%**

- Enforce all UREC policies and procedures.
- Report any safety or maintenance issues immediately to their direct supervisor.

### **Minimum Qualifications:**

- Current University of Arkansas student

### **Preferred Qualifications:**

- Previous experience working in a gym/fitness facility.

- Previous experience in customer service.

**Federal Work Study Requirement:**

- Federal Work Study award preferred but not required.

**Required License(s), Training, Certification(s), & Background Checks:**

- Pediatric & Adult First Aid, CPR, and AED certification or be able to obtain certification within 40 days of hire (UREC will provide a certification opportunity, if needed)
- Background checks not required for undergraduate candidates

**Physical Activities Associated with this Position:**

The following physical activities are associated with the position and will be performed with or without accommodation. All individuals are encouraged to apply.

- Medium Work | Exerting up to 50 lbs of force occasionally, and/or up to 30 lbs of force frequently, and/or up to 10 lbs of force constantly to move objects.
  - Spotting active weightlifting
  - Hearing, reaching, standing, walking- Constantly
  - Crouching, feeling, grasping, kneeling, lifting, pulling, pushing, stooping- Frequently
  - Balancing, climbing, crawling, manipulating items, repetitive motion, handling of sharp tools, sitting- Occasionally

**Visual Acuity:**

- Employees are required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, general laborer, lab personnel, etc.)
- Make general observations of facilities or structures (i.e., security guard)

**Compensation & Benefits:**

- Hourly Wage Rate: \$11.00
- Student Affairs Wage Scale: 1

**Hours and Schedule:**

- The position is designed to be a 6-12 hours per week in person commitment.
- Weekly work hours vary and may include morning, evening, weekend and holiday shifts.

**Employment Timeline:**

- This position hires on an as needed basis.
- This position is eligible for up to 4+ years of continuous employment upon satisfactory performance and continued academic enrollment.

**Supervision:** Coordinator for Facilities & Auxiliary Operations, University Recreation + Wellness

**This job will provide experiences to develop the following UA Career-Ready Skills:**

## Communication | Professionalism | Critical Thinking | Perspective Awareness

- **Ability to Use Oral Communication:** Ability to effectively convey information and meaning through speech, that is, easy to understand, engaging and employs proper tone.
- **Ability to Demonstrate Dependability:** Act as a dependable, diligent member of a work environment by being present, prepared, responsible for your actions, behaviors, performance, and decisions and showing attention to detail.
- **Ability to Display Situational Awareness:** Ability to gather information, anticipate needs, prioritize issues and set achievable goals in the workplace.
- **Ability to Engage Multiple Perspectives:** Ability to solicit and use feedback from people with different lived experiences to make informed decisions and intentionally examine one's own viewpoint to better understand one's own decision making.

### Application Instructions and Required Document:

- Please contact Garrett McDonald at [gm147@uark.edu](mailto:gm147@uark.edu) questions about the position.
- Resume, cover letter, 3 professional references
- Application documents must be submitted in Workday
- Application deadline: TBA

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