**Fitness Center Attendant**

**Position Description:** Fitness Center Attendants are responsible for access into the Donna Axum Fitness Center and the UREC Fitness Center in the Arkansas Union, 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.

**Specific Responsibilities:**

* Maintain a valid CPR/First Aid/AED certification
* Provide quality member service in a professional manner.
* Supervise and maintain entry into the one of the two fitness centers.
* Maintain equipment cleanliness and maintenance
* Acquire half hour counts
* Responsible for the opening and closing of the fitness centers at the designated hour.
* Enforce all UREC policies and procedures related to memberships, guest passes, facility access, and recreational activities.
* Provide accurate facility information to UREC members.
* Complete all necessary facility reports related to injuries, incidents, and participant counts.
* Report any safety or maintenance issues immediately to the Graduate Assistant.
* Attend all staff in-services and trainings.
* Other duties as assigned, such as:
	+ Advertise and provide accurate information about all UREC programs, services, and facilities.
	+ Assist with special events sponsored by UREC.
	+ Other tasks deemed necessary by UREC Administrative Staff.

**Minimum Qualifications:**

* Current University of Arkansas student
* Must possess 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)

**Required License(s), 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)

**Preferred Qualifications:**

* Previous experience working in a gym/fitness facility.

**Physical Activities Associated with this Position:**

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

* Spotting active weight lifting
* 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
* Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Visual Acuity:**

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

**Skills Obtained:**

* Critical Thinking/Problem Solving
* Teamwork/Collaboration
* Written Communication
* Verbal Communication
* Initiative
* Flexibility/Adaptability
* Interpersonal Skills
* Responsibility, Dependability, Accountability
* Customer Service
* Conflict Management
* Strong Work Ethic
* Creative Thinking

**Work Schedule & Compensation:**

* Maximum of 30 hours per week; 20 hours per week for international students; variable schedule that may include morning, evening, weekend, and holiday shifts; $11.25/hour DAFC; $11.50/hour UREC FC

**Supervision:** This position is supervised by the Graduate Assistant of Facility Operations in UREC.

**Application Process:** Applicants must apply through <http://jobs.uark.edu>. Deadline to apply is <insert date>.