Emory University  
Department of Recreation and Wellness

Position: Fitness Attendant

Reports to: Fitness and Wellness Coordinator Aaron High

Position Description:
As a representative of the Department of Recreation and Wellness, the position of Fitness Attendant is crucial to the success of the Recreation and Wellness program. Customer service, communication skills, assertiveness along with a high level of professionalism and work ethic are crucial to being successful in this position. Basic knowledge of fitness principles, free weights, Cybex, Precor and other exercise equipment is recommended. Fitness Attendants are stationed on the 4th floor of the Woodruff P.E. Center (WPEC) but are also responsible for monitoring all fitness areas throughout the building.

Position Responsibilities:
• Provide information and direction to students, members, and visitors seeking general facility information (including information regarding memberships, guest passes, parking information, programs, etc.)
• Act as a communication liaison between patrons, building supervisors and professional staff members
• Monitor and respond to emails and other communication from co-workers and professional staff
• Monitor all fitness areas continuously and complete required reports/documentation throughout each shift
• Assist in establishing and enforcing facility and program policies
• Instruct students enrolled in Play Fusion classes on procedures for logging in and out, verifying their activity credit and the expectations for activity credit; monitor Play Fusion students to ensure activities are being completed
• Verify Fitness class cards at the start of every Group Fitness class to ensure that all participants have paid to participate in the classes
• Respond to emergencies and follow given procedures for contacting appropriate agencies for help and documenting the incident/injury
• Follow correct procedures to report and document any incidents or damages to equipment and/or facilities
• Aid in the maintenance and cleaning of the fitness facilities and equipment throughout each shift (including re-racking of weights, re-filling GymWipes, and wiping down equipment)
• Attend mandatory orientations prior to working along with monthly training sessions to review CPR/AED skills, basic knowledge of fitness principles/equipment use and policies for Play Emory and the WPEC facility
• Complete additional duties as assigned

Qualifications:
• Must be an Emory student in good academic and judicial standing and serve as a positive representation of Emory University
• Must be able to commit to the entire academic year for dates of employment, unless arranged and approved in advance with the Fitness and Wellness Coordinator
• Must be CPR/AED certified or willing to become certified within 30 days of employment and maintain a current certification throughout employment (classes will be offered at the beginning of fall and spring semesters)
• Must possess an excellent customer service orientation, good communication and time management skills and demonstrate attributes of both a team player and a leader
• Must be able to professionally and courteously enforce facility and program policies, standards and ethics
• Must possess basic proficiency in portable technology (i.e. iPads)
• Customer service experience preferred, as well as athletic, and or health and fitness related experience

Remuneration:
• Fitness attendants will be paid an hourly rate of $8.25 - $9.00