

CITY OF LIBERTY  
Seasonal/Temporary Job Description

JOB TITLE: Fitness Center Attendant  
REPORTS TO: Program Coordinator  
DEPARTMENT: Parks & Recreation  
PROGRAM: Community Center/Fitness Center Attendant

JOB SUMMARY

Under the direction of the Program Coordinator, the Fitness Center Attendant is responsible for watching people carefully so they use the machines correctly, keeping the fitness center looking its best at all times!

JOB SCOPE

1. The Fitness Center Attendant must have the knowledge and background in safety & development to instruct all pass holders properly on all machines & free weights.
2. Communication and public relation skills are a necessity!
3. Ability to manage time, facility, equipment, program schedules and set up personal programs for those wishing them.
4. Know how to properly set people up on every piece of equipment in the fitness center.
5. Have current CPR Certification (If you are not currently certified, the City will reimburse you for your certification; so bring in receipt of payment when you get your certification or check with Program Coordinator for when our next training will be in house.)

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. To direct, organize and supervise all aspects of the fitness center.
2. Follows Community Center policies and guidelines pertaining to fitness center rules, membership retention, cross selling other community center programs to those using the fitness center. (Be familiar with our current brochure & keep one in fitness center at all times.)
3. Make sure people limit their workouts on cardiovascular machines to 30 minutes especially if there is a waiting list. On treadmills make sure when people have them inclined they are not holding on to the computer board, they have to use the side rails or lower the treadmill where they can handle the incline. (On a regular basis our treadmills were blacking

out due to this kind of stress on the motor.)

4. Promote programs within the fitness center on a regular basis through handouts/flyers/word of mouth. Especially the Fitness Testing, and our contracted Personal Trainers.
5. Ensure a positive attitude at all times & complete delivery of service to our membership.
6. Make sure that no child under 13 in fitness center; however 13-14 year olds permitted only with direct parental supervision.
7. Abide by the check off sheet on a daily basis, you should always make time to do everything on the list on a daily basis! Some things will be done more than once during a given shift; especially if we've been busy cardiovascular machines needs wiped down more than once. Dust is always a big problem throughout the Center, especially on standing & ceiling fans as well as in corners back by treadmills.
8. Assist in building cleanliness.
9. Perform related work as assigned.