



Recreation Department

Fitness Center Clerk/Monitor

Mayor Pamela Bobst

Reports To: Civic Center Manager
Shift: Varies

Salary: \$8.30 - \$12.00/hr
FLSA Status: Exempt

Position Overview:

Under the supervision of the Civic Center Manager, the Fitness Center Monitor oversees the fitness floor and cardiovascular equipment, selectorized equipment, and free weights area, and emphasizes member safety and education. Conducts new member orientations and promotes upcoming events and encourages members to participate. Basic free weights, cardiovascular equipment, selectorized strength equipment, fitness floor and group exercise equipment, general maintenance tools (i.e. screwdrivers, pliers, hammers, etc.), as well as basic cleaning materials for maintenance of equipment. Basic office equipment such as phone, copier, computer, and Membership Service System.* The work is performed in a typical Health and Wellness exercise environment where the employee is not generally exposed to adverse outside environmental conditions. Noise level can be moderate to noisy at points during the work day because of the use of equipment, sound system, and general exercise classes.

*Can be acquired after hire

Duties:

1. Membership Service

60%

- Greet all who enter the Fitness Center and answer any questions they may have*
- Conduct new member orientation and demonstrate proper use of equipment when requested
- Help determine appropriate skill level for each member in regards to equipment usage
- Observe members and inform them of corrective measures necessary for skill improvement and safety
- Explain and enforce safety rules/regulations of the Fitness Center with all members
- Maintain positive relationships with members by learning names and promoting interactions

2. Cleaning Maintenance and Safety

20%

- Periodically wipe down all fitness and weight room equipment during shift with proper cleaning material.
- Perform cleaning and maintenance tasks as assigned.
- Inspect all equipment on a daily basis
- Keep the floor area clear of possible hazards, including any dumbbells, weight plates, or other equipment that is out of place.
- Report any equipment to Fitness Center Manager that may appear to be broken or malfunctioning
- Post appropriate signage notifying all members of broken equipment
- Document any incidents that occur during assigned shifts and follow all emergency procedures in regards to accidents or evacuations*

3. Fitness Center Management

15%

- Continuously circulate through all assigned areas during shift, approaching member to offer services and build relationships.
- Must be on task at all times
- Conduct regular walk through the Fitness center during work shift
- Make sure that all weights are properly dismantled and racked appropriately after use and that all electronic equipment is properly maintained when not in use.

4. Program Education

4%

- Actively promote Recreation programs, special events, and Healthy Rocky River
- Attend required trainings, meetings, and workshops to enhance competence and knowledge of the Recreation Department

5. Miscellaneous

1%

- All other duties as needed to ensure the effective functioning of the Fitness Center which include the many special events that occur throughout the year

**Denotes essential function of the job*

Minimum Qualifications:

This position requires a current CPR/AED and First Aid certification for Adults, Children and Infants. Knowledge of body mechanics, exercise physiology, anatomy, and nutrition preferred. Able to maintain confidentiality, discernment, and tact. High school diploma/GED required, college and advanced degree in related field(s) preferred.

Position will be posted until filled. Applications may be obtained at

http://s500873721.onlinehome.us/hr_docs/employment_application.pdf or at Rocky River City Hall.

Submit completed application, cover letter and resume, Monday through Friday, 8:30 a.m. to 4:30 p.m. at:

**Michael T. Greco, Director
Human Resources Department
City of Rocky River
21012 Hilliard Boulevard
Rocky River, OH 44116**

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