

JOB DESCRIPTION

CITY OF NIXA
Parks Department
Job Title: Fitness Attendant
Supervisor: Health & Fitness Supervisor

Pay Grade: N/A
FLSA Status: Non-Exempt

Purpose of Position

The purpose of this position is to assist the Health & Fitness Supervisor with all duties necessary to maintain safe, clean, educational and successful fitness, track, gym, and aerobics studio areas.

Essential Duties and Responsibilities

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Ensures that cleanliness, safety and injury prevention policies and procedures are adhered to by participants; reports accidents and prepares accident reports, as required.
- Follows and enforces the rules, regulations, policies and procedures, as well as the rules specific to each fitness area (i.e. track, gym, cardio/strength, and aerobics studio area).
- Welcomes participants to fitness areas, provides equipment orientations to new members and offers assistance. Routinely communicates with participants (verbally or with eye contact) to assess their well-being.
- Teaches and demonstrates correct use of training apparatus, such as Fitness on Request system, aerobics, cardio, and weight equipment, and gymnasium equipment.
- Cleans and tests fitness and aerobics equipment daily to ensure it is safe and functioning properly. Reports unsafe conditions or broken equipment to Health and Fitness Supervisor immediately.
- Assists with fitness contests and programs, as assigned.
- Demonstrates continuous effort to improve operations, streamline work processes and work cooperatively to provide quality customer service and positive public relations.
- Maintains an attentive lookout for potential accidents in the fitness areas and surrounding facility and appropriately corrects any problems. Physically patrols area of responsibility every 10 minutes or as needed.
- Attends staff meetings.
- Ensures adequate supply of fliers, brochures and schedules.
- Responsible for housekeeping duties in fitness/track/aerobics/gym areas which include cleaning fitness equipment, washing and drying cleaning rags and mops.
- Cleans, dusts, vacuums, polishes, sweeps, scrubs floor surfaces, carpet, exercise equipment, windows.

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- Replenishes supplies in the fitness area, such as cleaning wipes, towels and cleaning bottles.
- Communicates effectively with diverse populations
- Works cooperatively with peers, supervisors, other city employees and the public.
- Performs other related duties as required.
- Becomes familiar with personnel policies and procedures.

Additional Tasks and Responsibilities

- Administers artificial respiration, CPR/AED and first aid.
- Greets visitors for the department; responds to initial inquiries and provides appropriate information or referrals.
- Picks up litter.

Minimum Training and Experience Required to Perform Essential Job Functions:

1. Knowledge of physical fitness equipment and programs including weight lifting and aerobics.
2. Knowledge of various sports activities.
3. Knowledge of the basic maintenance requirements for physical fitness equipment.
4. Skill in the operation and maintenance of physical fitness equipment.
5. Ability to test physical fitness equipment to ensure it is safe and functioning properly.
6. Hold or be willing to obtain CPR/AED and First Aid certifications
7. Ability to cooperate and work effectively with fellow employees, community organizations and the public.
8. Ability to maintain records, make reports and present ideas and recommendations clearly and concisely both orally and in writing.

The ideal candidates will be those individuals who are passionate about health, fitness and sports, and genuinely enjoy helping people. They possess excellent organizational and communication skills and have endless energy and enthusiasm. They bring a smile to work everyday! A bright future leading toward management potential is possible for those dynamic individuals exhibiting professionalism, integrity, initiative and a burning desire to achieve results in a team-oriented environment.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards. Ability to follow specific instructions and respond to simple requests from others.

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- Requires the ability to effectively communicate orally and in writing with supervisor, co-workers, other departments, suppliers, and the public.
- Requires the ability to calculate and process information and instructions.
- Requires the ability to follow written directions, procedures and standards..

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication, and division; calculate percentages, and decimals.

Judgment and Situational Reasoning Ability

- Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.
- Requires the ability to interpret and carry out instructions furnished in written, oral, or diagram form. Involves semi-routine standardized work, with some latitude for independent judgment regarding choices of action.

Physical Requirements

- Tasks involve the ability to exert moderate to heavy physical effort in work, typically involving some combination of standing, stooping, kneeling, crouching, crawling, lifting, carrying, jumping, pushing and pulling objects and materials of moderate weight up to fifty pounds.
- Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on sports/fitness equipment, machinery, vacuum, tools and office equipment such as a computer, other office machines, sound system, and/or materials used in performing essential functions.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as typing, vacuuming, fitness equipment. and/or materials used in performing essential functions.
- Requires the ability to recognize and identify similarities or differences between characteristics of shapes, sounds, colors, and textures associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under conditions which require exposure to environmental factors such as temperature variations and extremes, violence, wetness, disease and/or dust. This exposure may cause some discomfort and presents a risk of injury.

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The City of Nixa is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date