

CAPE ELIZABETH SCHOOL DEPARTMENT
Community Services Division
Job Description

TITLE: Fitness Center Attendant / Trainer

QUALIFICATIONS:

1. **Educational/Certification:** Associate degree or equivalent work experience. Must hold current certifications in the following:
 - a. Community First-aid and CPR
 - b. At least one of the following:
 - i. ACE - American Council on Exercise
 - ii. AFAA - Aerobics and Fitness Assoc. of America
 - iii. ACSM - American College of Sports Medicine
 - iv. Degree in Exercise Science or related field

2. **Special Knowledge/Skills:**
 - a. Must possess a working knowledge of a fitness facility.
 - b. Must possess strong organizational skills as well as the ability to handle multiple projects professionally.
 - c. Demonstrate ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.
 - d. Demonstrated computer skills.
 - e. Must be team oriented with excellent interpersonal and communication skills.
 - f. Must be willing to participate in ongoing in-service training as requested.
 - g. Must maintain a high level of ethical behavior and confidentiality of information as required by law.

3. **Experience:** Demonstrated aptitude of competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: Aquatics Supervisor and Community Services Director

JOB GOAL: To provide Cape Elizabeth Fitness Center users with a safe, healthy, and positive environment and experience.

PERFORMANCE RESPONSIBILITIES:

1. Assist with the development of well-rounded programs that consider and meet the needs of all user groups.
2. Assist Aquatics Supervisor with the hiring, training, scheduling and evaluating of staff.
3. Conduct individualized instruction sessions, teach and demonstrate exercise techniques, and inform members of benefits and risks of exercise. Educate members on fitness, wellness, nutrition and proper body mechanics.
4. ~~Ensure that~~ **Maintain** the facility and ~~its~~ equipment **so that they** are safe, clean, and in proper working order.
5. Support and enforce existing policies and procedures.

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6. Assist with maintaining fiscal records, attendance records, and complete fitness data on members.
7. Collaborate with the Aquatics Supervisor and the Community Services Director regarding purchasing and other fiscal matters.
8. Consult with the Aquatic Supervisor with issues relative to the general operation of the facility.
9. Keep abreast of trends and issues in the health and fitness industry
10. Assist with the development of a public relations program
11. Assist with the processing of new and renewal memberships, day passes, tracking usage. Assist with membership retention through motivation, follow-up phone calls to inactive members, and program suggestions to keep workout fresh and exciting.
12. Work and communicate with staff, directors, and coaches. Involvement with team sports training plans and fitness center usage.
13. Display high level of attentiveness concerning proper instruction and safety, as well as supervise at all times.
14. Identify special topics of research, take part in data collection, and submit publication of scientific studies.
15. Assist with general operations of the facility, facility coordination, and with all tasks for which Aquatics Supervisor is responsible in his/her absence.
16. Perform duties as assigned by Aquatics Supervisor.

EQUIPMENT USED: Fitness and strength training equipment; general office equipment such as computer, printer, calculator, telephone, copy machine

WORKING CONDITIONS:

Mental Demands: Demonstrated aptitude of competence for successful fulfillment of assigned performance responsibilities.

Physical Demands: sitting, standing, climbing stairs, lifting (to 25 lbs), bending, keyboarding, pulling, pushing, reaching, carrying, writing, walking, operating fitness and office equipment.

Environmental Conditions: inside, working around moving objects, working around fitness equipment and cleaning products

TERMS OF EMPLOYMENT:

Hours worked and compensation in accordance with recommendations established by the Superintendent and Business Manager.

EVALUATION:

~~The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and goals are met.~~

Performance of this job will be evaluated in accordance with provisions of the board's policy and/or action on Evaluation of Professional Personnel. The Aquatics Supervisor and Community Services Director will perform the evaluation.

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NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

DRAFT 3/31/10

APPROVED By the Cape Elizabeth School Board: _____