

MOKENA COMMUNITY PARK DISTRICT

10925 W. LaPorte Road Mokena, IL 60448



JOB TITLE: Fitness Attendant
DEPARTMENT: The Oaks Recreation & Fitness Center
REPORTS TO: Fitness & Wellness Supervisor
CLASS/FLSA: Part Time
DAYS/HOURS: Varies (Sun-Sat - weekends, evenings and holidays as needed)

SUMMARY

The part-time Fitness Attendant monitors the fitness center, cleans equipment, launders towels and gives guests facility tours for potential memberships and/or rentals in the facility. Assists Fitness & Wellness Supervisor with other program and marketing tasks within the facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

- Show energy, motivation and a sincere attitude.
- Arrive at work on time and suitably attired for the job(s) you are expected to perform.
- Must be visible and on the fitness floor during scheduled hours.
- Maintain a safe, productive and inviting exercise environment for members and guests.
- Continuously monitor the equipment maintenance needs and advise the Fitness & Wellness Supervisor and Oaks Maintenance Supervisor immediately in writing of any hazardous conditions or malfunctioning equipment.
- Clean each piece of equipment daily, per manufacturer and Mokena Park District specifications using appropriate cleaning products as directed by Oaks Maintenance Supervisor.
- Ensure all free weights are racked appropriately at all times and other equipment is returned to its proper location to ensure an orderly and safe fitness area.
- Perform laundry service by washing, drying, folding and restocking the towels for the fitness center.
- Vacuum fitness center, functional training and group exercise rooms to maintain a dust-free environment.
- Complete necessary forms for accidents and incidents immediately and submit to Fitness & Wellness Supervisor within 24 hours of incident.
- Promote Mokena Park District programs to patrons, members, guests, and staff.
- Attend department and facility staff meetings, as required.
- Develop and maintain positive customer service with internal and external customers.
- Encourage and demonstrate safe work habits through the use of established safety program guidelines.
- Enforce the rules and regulations of the facility for the safety and welfare of staff and participants.
- Maintain appropriate records, inventories, reports, and information.
- Communicate feedback regarding member comments, compliments, concerns, and questions to the Fitness & Wellness Supervisor.
- Perform other duties as assigned.
- Thorough knowledge of fitness membership offerings and give facility tours as needed. Must have basic understanding of rental and program offerings in the facility.
- Work in cooperation with the Board of Commissioners, other departments, and support staff.

SKILLS AND EDUCATIONAL REQUIREMENTS

Graduation from an accredited high school or equivalent. Must have legal authorization to work in the United States. Knowledge of basic weight lifting and proper weight lifting techniques. Ability to instruct patrons in the proper techniques to operate the various weight machines and exercise equipment. CPR/AED/First Aid certification required. Experience in fitness/customer service required.

WORKING CONDITIONS AND PHYSICAL EFFORT

Ability to work in both a hands-on, team environment, as well as independently. Work involves moderate exposure to loud noises. Work environment involves moderate exposure to physical risks. Ability to concentrate and accomplish tasks despite interruptions.

PSYCHOLOGICAL CONSIDERATIONS

Must have the ability to deal with participants under occasionally stressful situations.

PHYSIOLOGICAL CONSIDERATIONS

While performing the duties of this job, the individual is regularly required to sit, stand, and walk; use hands to handle and feel objects and equipment; reach with hands and arms; lift up to 40 pounds; and talk and hear.

COGNITIVE CONSIDERATIONS

Demonstrate good verbal communication skills, follow and give rules and directions, demonstrate good safety awareness and sound judgment, and work within the guidelines and policies set forth by the Board of Commissioners.

CONDITIONS OF EMPLOYMENT

Must pass a pre-employment criminal background check. Ability to appear on time for work and notify the appropriate individual if unable to work. Ability to establish and maintain an effective working relationship with other employees and the public. Ability to work a flexible schedule, with some holiday and weekend work required.

Must be able to follow directions, exhibit good problem-solving ability and good judgment, and work within the guidelines and policies set forth by the Mokena Community Park District Board of Commissioners.

I, _____, have read and understand all aspects of this job description and accept the duties as set forth.

signature

date