

Position Title: Fitness Center Attendant
Status: Student Part-time/Hourly
Location: California State University East Bay, Hayward, CA
Reports To: Fitness Programs Coordinator
Lead: AC Fitness Center

Within Recreation, Wellness, and University Unions (RWUU), the Fitness Center Attendant supports the RAW Fitness Center including but not limited to monitoring daily operations, enforcing policies and procedures, infection control, responding to emergencies, assisting with events, answering questions, and other assigned duties to assist in completing the recreational experience for CSU East Bay students.

Additionally, the Fitness Center Attendant;

- Engages in student professional development through the enhancement of the *Do Well-Being You* (U) Principles of Leadership Model including problem solving, communication, teamwork, and a commitment to the member experience;
- Assists with creating a culture of sustainability for the department and campus community by helping to fashion a more just, humane, and sustainable world;
- Upholds policies, procedures, and environmental strategies to minimize risk and enhance the general safety of users and employees.

Essential Duties and Responsibilities

1. Administrative
 - Regular attendance to scheduled staff meetings and semester All RWUU meetings.
 - Daily completion of end-of-shift reports, logs, and/or program area specific documentation.
2. Fitness Center Operations
 - Monitoring fitness equipment (i.e. weights, machines, floors, stereos, assessment tools, accessories).
 - Report and track maintenance issues with equipment, facility, etc.
 - Engage in sanitization/infection control schedule and track compliance of policy.
 - Assist in enforcing policies and procedures for participants.
3. Programming
 - Plan and execute semesterly special events that support the fitness needs/interests of members.
 - Actively participate in outreach events promoting RWUU programs and services;
 - Maintain knowledge of all RWUU programs and services; serve as a key point of contact for members about upcoming events.
 - Engage in RWUU strategic committees and/or event planning groups;
4. Miscellaneous
 - Attend scheduled staff meetings and semesterly RWUU meetings;
 - Other duties as assigned.

Required Qualifications

- Currently enrolled CSU East Bay student (minimum 6 units for undergraduate students; 4 units for graduate students). Summer semester enrollment is not required.
- Available to work at least 3 shifts per week including, at least one weekday opening shift, one weekday closing shift, and one weekend shift a week.
- Able to lift at least 20lbs to re-rack weights
- Demonstrated leadership/team player

Preferred Experience

- CPR, AED and First Aid Certified
- Knowledge about fitness machines and health/fitness
- Ability to work approximately 20 hours a week with minimal conflicts.
- Demonstrated customer service skills
- Basic computer skills in MS Office (Excel, PowerPoint, MS Word, Outlook) and Google Platform (Google Docs, Google Spreadsheets, Google Forms, etc)