CLASS SPECIFICATION
Fitness Center Assistant

FLSA Status: Nonexempt
EEOC Job Category: Office & Clerical
Union Representation: Represented

GENERAL PURPOSE
Under the general supervision of the Dean of Kinesiology & Athletics or their designee and the Associate Vice President, Pacific Coast Campus (PCC), performs a variety of administrative, clerical and general maintenance functions in support of the Fitness and Wellness Center.

DISTINGUISHING CHARACTERISTICS
The Fitness Center Assistant will be responsible for the supervision of the Fitness and Wellness Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Provides assistance to individuals according general principals of fitness, safety and wellness.
2. Assists individuals with registration materials required for enrollment and use of the Fitness Center and classes; course availability, and course descriptions.
3. Ensures that the Fitness Center and surrounding areas are free from health and safety hazards; maintains the facility in clean conditions, removing paper and other debris from assigned areas as needed.
4. Enforces safety policies and rules for use of the Fitness Center and surrounding areas.
5. Attends to a variety of office administrative details such as providing information regarding the Fitness Center to staff, and college offices and the maintenance of a variety of records and files.
6. Assists in the daily and evening and office operations; opens and closes the facilities.
7. Performs minor maintenance and repairs and notifies appropriate personnel of needed equipment repair and replacement.
8. Stocks supplies and notifies appropriate personnel when supplies are needed.
9. Provides assistance to staff.
10. Answers phones and questions and performs a variety of other clerical duties Fitness and Wellness center usage, recordkeeping and reporting.

OTHER DUTIES
Other duties as assigned.
QUALIFICATIONS

Knowledge of:
1. Policies and procedures of fitness center operation and maintenance.
2. Use and purpose of exercise equipment.
3. Fitness Center policies and class offerings.
4. Basic emergency and first aid procedures.
5. General office practices, procedures and equipment.
6. Recordkeeping techniques.
7. Correct English usage, including spelling, grammar and punctuation.

Ability to:
1. Communicate clearly and effectively orally and in writing.
2. Understand and follow written and oral instructions.
3. Apply basic emergency and first aid procedures.
4. Use tact, discretion, courtesy and patience in dealing with sensitive and difficult individuals and situations.
5. Provide information and assistance to students and staff.
6. Assure the care and security of assigned equipment, materials and supplies.
7. Work independently with little direction.
8. Establish and maintain effective working relationships with District management, administrators, staff, teachers, students, instructors, and others encountered in the course of work.

Education, Training and Experience:
A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent and one year of work experience in a health promotion program or related field; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:
- Current American Red Cross First-Aid Certificate.
- Current American Red Cross or American Heart Association certificate in CPR.
- American Council on Exercise (ACE) Certification, ACSM Certification (CPT or HFS), or Certified Athletic Trainer.
PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit; talk or hear, in person or by telephone; use hands repetitively to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms; Employees are frequently required to walk and stand; and lift up to 50 pounds or greater with assistance.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and understand documents; analyze and solve routine office problems; learn and apply new information and skills; perform detailed work with frequent interruptions; work under deadlines; and interact with District management, administrators, staff, students and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.