



City of South Bend

Vacancy Announcement

Post Date: Friday, July 24, 2015

Closing Date: Until Filled

FLOOR FITNESS ASSISTANT (PART TIME)

Category: Part Time

Department: Parks

Reports To: Assistant Recreation Director

Schedule: Hours may vary and may include weekends

Pay Rate: \$8.66/hr. (non-exempt)

Position: **SUMMARY**

Assists Fitness Manager with daily maintenance of exercise facility and weight lifting equipment. Assists members with exercise and fitness routines, equipment maintenance and general facility information.

SUPERVISION EXERCISED

Not applicable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Serves as a representative of the City of South Bend, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
- Assists with the supervision of all fitness equipment and participants.
- Performs daily inspection of free weights, exercise machines, cardiovascular equipment and fitness facility, including locker rooms and group fitness studios.
- Assists members with proper use of each piece of exercise equipment.
- Assists with implementation of fitness special events, classes, programs and projects.
- Assists with fitness facility public relations within the facility and at special events.
- Reports to Fitness Manager and/or Asst. Fitness Manager equipment service needs and repairs.
- Maintains accurate membership records and fitness orientation materials.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assumes additional responsibilities as requested.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- High school diploma or equivalent education.
- Experience in fitness, exercise science, strength, Aerobics and/or cardiovascular conditioning.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Knowledge of fitness and health related topics.
- Ability to maintain neat working environment.
- Ability to deal courteously and effectively with co-workers, customer, members and public.
- Prefer individual with fitness certification.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Driver's License.
- CPR/AED/Standard First Aid Certification required or willingness to complete upon hire.

EQUIPMENT

Various cardio and weight equipment, various sport equipment, personal computer including processing software, calculator, copy, and fax machine, telephone, cellular phone, sweeper, broom, washing machine and dryer.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to stand, sit, talk and hear. The employee is required to walk, bend and lift; use hands to finger, handle or feel objects, tools, controls, and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, and crawl. The employee is required to lift and carry 45 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT

The employee will work indoors in a fitness facility. The noise level in the fitness center is loud.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Drug screen required

Background check required