

### **FITNESS ROOM ATTENDANT**

#### 1. Nature and Scope of Work

This is recreation work overseeing the weight room and recreational gym operations in the fitness centre. An incumbent provides supervision and instructions to customers on various weight and cardio equipment, orients new customers, ensures safe and proper use of equipment, evaluates fitness levels, and assists individuals with weight training and fitness programs. Duties are performed within established guidelines but some independent action and initiative is exercised within the limits of applicable policies and procedures, referring difficult or unusual problems to a superior. Work performance is evaluated by a superior in terms of leadership effectiveness and attainment of desired results.

#### 2. Illustrative Examples of Work

Provides supervision and instructions to customers in the fitness centre on various weight and cardio equipment, TRX suspension equipment and gym equipment related to various sports and recreational activities.

Orients new customers to the weight room and recreational gym; provides fitness options; evaluates fitness levels, assists individuals with weight training and fitness programs and modifies programs as requested; provides advice and guidance to customers relative to health and fitness.

Ensures for the safe and proper use of equipment; demonstrates proper use of equipment and sets up or takes down equipment for use; checks that equipment is in good working order and reports need for repair; ensures weight room equipment and area is clean, safe and ready to use.

Assists and participates in the program development of health and fitness; assists with promotion through newsletters and bulletin boards.

Enforces general rules of conduct, including policies on proper attire.

Takes and reports attendance and statistics and maintains a variety of records and reports.

Treats minor injuries; makes necessary arrangements for treatment of more serious accidents and reports all accidents to a superior.

Secures fitness centre at day end, tidying and putting away equipment as required.

Answers enquiries made by phone or in person regarding the fitness centre and schedules.

Performs related work as required.

#### 3. Required Knowledge, Abilities, and Skills

Sound knowledge of the principles, practices and objectives of individual weight training and fitness programs and of the various types of weight training equipment.

Sound knowledge of personal training and rehabilitation services.

Sound knowledge of applicable policies, regulations and rules governing the work performed.

Working knowledge of the principals of anatomy and physiology as it applies to the work performed.

Working knowledge of the interests, requirements and resources of the community served.

Ability to oversee weight room and recreational gym operations.

Ability to lead or demonstrate weight or sport related movements and techniques.

Working knowledge of fitness equipment machines and ability to do assessment and minor repairs.

Ability to evaluate individuals fitness levels, develop individual weight training and fitness programs, and provide advice and guidance relative to health and fitness matters.

Ability to establish and maintain effective working relationships with a variety of internal and external contacts and deal tactfully and diplomatically with a variety of customers.

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Ability to prepare and maintain correspondence, records, reports and promotional material for various fitness programs.

Ability to present ideas and views points effectively both orally and in writing.

Skill in the operation of a variety of equipment used in programs for health, wellness and fitness facilities.

#### 4. Desirable Training and Experience

Completion of Grade 12 supplemented by a diploma or certification program in community recreation, leadership and/or sport science, and sound related experience, or an equivalent combination of training and experience.

#### 5. Required Licenses, Certificates and Registrations

BCRPA Weight Trainer – Fitness (or equivalent).

BCRPA Personal Trainer certification (or equivalent).

Emergency First Aid.

CPR Certification.

Criminal Record Check.