

Job Description—Fitness Center Supervisor

Qualifications:

The fitness center supervisor must be personable, be able to direct people away from unsafe situations, self-motivated and able to work with a variety of people. Computer skills to include data entry and processing, financials, word processing, and telecommunications along with the ability to gain a working knowledge of fitness center equipment.

Reports To:

Fitness Center Director/High School Principal

Job Goal:

Perform general supervision of the Bonduel Fitness Center and its operations during open hours. The building supervisor must take pride in the facility, maintain a positive, cooperative, customer service orientated attitude, and do his/her part a successful fitness center.

Specific Duties:

- Assist the activity director with supervising the building, classes, special events, and patrons.
- Monitor access to the building
- Open the fitness center and/or locking and securing at the appropriate times
- Respond to emergency situations

- Ensure participant safety
- Assist with facility set-up, event preparation, cleaning, and light maintenance
- Register members and class participants
- Responsible for knowing all building information such as hours, rules, and general use questions. Be able to respond positively to all customer questions and concerns or guide them to the director.
- Responsible for answering the phone, taking message, and answering all questions.
- Responsible for selling daily, monthly and annual memberships.
- Responsible for meeting the needs of the customer and portraying a positive attitude.
- Responsible for enforcing all policies and procedures of the facility and school district. Fill out all necessary reports.
- Responsible for performing any other duties as assigned by the director or building principal.
- CPR and first aid certified or ability to be

Work Schedule

- As set by the fitness center director

Compensation

- To be determined by the school board

Terms of Employment

- Term of employment will be based on the effectiveness of employee completing the above state responsibilities along with punctuality and attendance.

Approved: December 7, 2009