



# JOB DESCRIPTION

**JOB TITLE:** Fitness Center Assistant  
**CLASSIFICATION:** Non-Exempt  
**REPORTS TO:** Health & Fitness Center Manager  
**LAST UPDATED:** March 22, 2024

## MISSION

VINE Faith in Action is redefining aging and promoting the well-being of aging adults through programming, services, and community engagement.

## POSITION SUMMARY

Under the supervision of VINE's Health & Fitness Center Manager, the Fitness Center Assistant will provide a positive and encouraging workout environment for all members at the VINE Adult Community Center (VACC).

## ESSENTIAL FUNCTIONS

1. Conduct new member orientations and fitness assessments for VACC members.
2. Provide members with assistance, feedback, and encouragement to ensure proper utilization of equipment and a positive member experience while at the VACC.
3. Respectfully engage all members.
4. Communicate with other Health & Wellness staff about pool activities, facility needs, and problems.
5. Open/close the Fitness Center and test the pool depending on schedule.
6. Provide administrative and clerical support to the Health & Wellness department Managers, as directed.
7. Perform other duties as assigned.

## COMPETENCY – KNOWLEDGE, SKILLS, AND ABILITIES

- Display a professional, caring attitude toward all through every means of communication.
- Focus on the team and be willing to adapt to the needs of the organization.
- Demonstrate effective interpersonal, conflict resolution, and communication skills.
- Solve problems, work independently, and be creative under pressure.
- Possess strong organizational skills and attention to detail.
- Demonstrate computer competency with the Microsoft Office suite.
- Willingness to learn other software as needed.
- Possess current CPR/AED certification.
- Able to pass a criminal background check.

## EDUCATION AND EXPERIENCE

- Completed or pursuing BSc/BA diploma in exercise science, human performance, community health, therapeutic rec or closely related field.

## POSITION TYPE

This is a part-time position for afternoon, evening, and Saturday hours based on employee's availability and needs of the organization. 15 to 20 hours a week, with more as the organization needs grow.



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## **SUPERVISORY RESPONSIBILITIES**

This position does not supervise employees.

## **WORK ENVIRONMENT**

Work will take place in a climate-controlled setting with normal business-level noise and lighting.

## **PHYSICAL DEMANDS**

Perform all aspects of the position, including but not limited to walking, standing for long periods of time, bending, reaching, and lifting. Regular contact with the VINE members.

## **TRAVEL**

This position does not require travel other than locally for occasional business errands.

## **EQUAL OPPORTUNITY EMPLOYMENT**

VINE is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.

## **SIGNATURES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

This job description has been approved by:

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_