

JOB DESCRIPTION

JOB TITLE: Fitness Center Assistant
CLASSIFICATION: Part-time, Non-exempt
REPORTS TO: Health & Fitness Center Manager
LAST UPDATED: July 25, 2024

MISSION

VINE is redefining aging and promoting the wellbeing 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

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



JOB DESCRIPTION

This is a part-time position for afternoon, evening, and Saturday hours based on employee's availability and needs of the organization. 10 to 15 hours a week, with more as the organization needs grow.

BENEFITS

Part-time employees who average at least 18 hours per week are eligible for the following options (these details are for informational purposes, they are subject to any policy or plan changes, and some options are prorated based on hours of work): company-paid, prorated holiday and bereavement leave when it occurs on a regularly-scheduled workday, Minnesota Earned Sick and Safe Time, and an Employee Assistance Program.

SUPERVISORY RESPONSIBILITIES

This position does not supervise employees but may work with approved volunteers.

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 (including traits that may be associated with race including hair texture and style), color, religion, creed, sexual orientation, gender identity or expression, 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.

JOB DESCRIPTION



Employee _____ Date _____