

Wood Dale Park District Job Description – Short Term Positions	
Dept: Recreation Title: Fitness Studio Attendant Reports To: Manager of Recreation Facilities	
Revision Number: 0	Classification: Non-exempt
Revision Date: February 6, 2017	

Overview: The Fitness Studio Attendant will be responsible for the upkeep of the Fitness Studio during their schedule shift(s) with the duties as listed below. This is a part-time position.

Essential Duties & Responsibilities:

1. Supervises Fitness Studio and Walking/Running Track.
2. Greet all patrons and staff who enter the facility in a respectful manner.
3. Enforce Fitness Studio rules and regulations.
4. Refer members to Personal Trainers for questions on equipment that is not covered on the Orientation handout.
5. Report any concerns regarding the Fitness Studio, track, locker rooms, members, policies, general facility, washer/dryer, etc. to Fitness Coordinator and/or Recreation Supervisor
6. Communicate with the Fitness Coordinator and/or Recreation Manager on a daily basis regarding any issues that may have arisen during scheduled shifts. Issues with Fitness Equipment are noted in the Fitness Studio note book located on the desk.
7. Maintain good rapport with members and provide exceptional customer service.
8. Perform Fitness Studio, Walking Track and Aerobic room cleaning duties.
9. Follow district and departmental safety, personnel, and administrative policies, procedures and ordinances.
10. Attend scheduled staff training and meetings
11. Assist all supervisors with various projects and assignments.
12. On occasion, open and/or close the facility.
13. Maintain knowledge of all Park District programs.

Other Duties and Responsibilities:

1. Distribute flyers or other information to participants when required.
2. Perform other duties as assigned.
3. Communicate verbally as well as written with ALL Park District staff members.

Knowledge, Skills, and Abilities:

1. Basic knowledge of the Recreation Complex procedures so that information can be given to members when necessary.
2. Know location of all rooms within the facility
3. Smile, show positive emotion
4. Make eye contact with members when speaking

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5. Remain visible and accessible
6. Nod to show understanding when talking to a member
7. If a member becomes verbally abusive or belligerent, you have the right to end the conversation and be supported by management.
8. Never say to a member “we’ve had this problem before” or “this happens all the time”
9. Respect: Solve problems without placing blame, maintain professionalism at all times, use tact when discussing sensitive issues, remain calm

Education, Experience, Certifications:

1. Meet the minimum age requirement of 18 years of age or older.
2. High School Diploma or equivalent.
3. First Aid/CPR/AED Certification or willingness to become certified within two months of employment.
4. General knowledge of fitness.
5. Prior work experience in a fitness facility preferred.

Special Considerations:

1. Requires flexibility of work schedule which may include days, nights and weekends.
2. Requires occasional lifting of heavy objects weighing up to 45 pounds.