



Job Title: Fitness Center Attendant
Hours per week: Not to exceed 20 hours a week
Number of positions: 3
Length of Employment: August 17, 2020 – May 14, 2021
(Academic progress must be met every semester to continue)

Pay rate: \$8.00
Supervisor Name: Robert Orozco
Method of Contact: **Phone, 505-424-2306**
Department Name & Code: Academics, 171
Location: Performing Arts Fitness Center
Classification: Federal/State or Institutional Work-Study
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role: The Monitor establishes a safe cheerful and positive customer service experience at the Performance Arts Center by verifying proper identity of all users and collection of any required fees. The Receptionist ensures all users enjoy a safe experience at the Center by initiating the Emergency Action plan as required.

Safety Procedures:

- Check students body temperature before entering the weight-room (not to exceed 99.5)
- Making sure everyone is always wearing a mask.
- Wipe down the machines before and during work shifts.
- Allowing only 5 students at a time.
- Monitoring student workouts to an hour.

Job Description/Responsibilities: Responsible for customer service at Center registration center. Ensures all users are properly identified, provides information on activities, policies, regulations, equipment usage and events at the Center. Initiates emergency action plan as required. Provides facility tours, upholds facility rules. Collects fees and makes deposits using established IAIA policies and procedures.

General Qualifications: Self-motivated and have a high interest in fitness.

- Familiarity with Calendly Scheduler
- Ability to uphold and support studio/ classroom Covid-19 precautions/ requirements
- Excellent written and verbal skills
- Organized systems thinker
- Exceptional communication skills
- Flexible, ready for change
- Natural relationship builder
- Physical Demands: able to sit, stand, ascend or descend ladders/stairs, and lifting and lowering 25lb.

Evaluation Procedure(s) and Schedule: Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14).