



**Job Title:** Fitness Attendant  
**Hours per week:** 10+ (see below for shifts)  
**Number of positions:** 4  
**Length of Employment:** January 17, 2017 – May 12, 2017  
**Pay rate:** \$7.50 per hour  
**Supervisor:** JoAnn Bishop, Fitness Director / ext. 2306

**Department Name & Code:** Fitness and Wellness, 4430-11  
**Location:** Fitness Training Center  
**Classification:** Federal/State or Institutional Work-Study  
**Employer Name/Address:** IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

### **Purpose/Role:**

The Fitness Attendant provides supervision of the weight room and assists with instruction of fitness routines and maintenance of equipment during extended hours of operation at the Health & Wellness Center; evenings, weekends and other operating hours.

### **Job Description/Responsibilities:**

- Supervise weight room during open hours; provide facility tours; uphold the facility rules; clean equipment and workout area; insure safety on all equipment
- **ESSENTIAL POSITION FUNCTIONS:** Supervise weight room during open hours; cleaning and organization of equipment
- **ESSENTIAL POSITION FUNCTIONS & RELATIONSHIP TO PURPOSE/ROLE:** Supervises weight room during open hours; cleaning and organization of equipment; general oversight of students exercising and inventory control. The weight room is open seven days a week with extended hours. The position offers the student the opportunity to gain work experience at a fitness center, to learn how to develop and instruct fitness and to learn and operate a variety of fitness equipment.

### **General Qualifications:**

Minimum sophomore standing OR 1 year prior college enrollment at IAIA; have taken a Fitness and Wellness course at IAIA or other college/university.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Reliable, dependable; excellent time management skills; personable with peers and faculty/staff of IAIA;
- Ability to lift/carry 45 lbs;
- Good communication skills, able to speak clearly and directly, comfortable repeating information several times;
- Other duties as assigned

**WORKING CONDITIONS:** Early morning hours, late evening hours, one weekend shift required; some on- call hours (special events), sitting, standing, extreme busy and extreme slow times

Hours available include Monday, Tuesday, Wednesday, Thursday, 5:00 to 10:00 p.m., Friday 3:00 to 7:00, Saturday 9:00 to 2:00; 2:00 to 7:00, Sunday 12:00 to 6:00. The employees will be evaluated 4 weeks after date of hire, at midterm and at the end of the semester on their adherence to the work schedule, promptness for shifts, and interactions with the student population.

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



## **PERFORMANCE EXPECTATIONS FITNESS ATTENDANT – IAIA FITNESS TRAINING CENTER**

I, \_\_\_\_\_, ACCEPT THE POSITION OF  
FITNESS ATTENDANT FOR THE \_\_\_\_\_ SEMESTER AT  
THE IAIA FITNESS TRAINING CENTER.

As part of my duties I will be expected to comply with the following policies:

- Arrive to work for all scheduled shifts on time \_\_\_\_\_
- Notify supervisor of any changes in scheduling  
or coverage (by email or phone) \_\_\_\_\_
- Submit time via TLO at every shift using office computer or personal computer  
\_\_\_\_\_
- Be present in the Fitness Center for my entire shift \_\_\_\_\_
- Clean and organize all weight room equipment and weight room at closing  
\_\_\_\_\_
- Notify campus safety immediately for any emergencies, including medical,  
situational or facility \_\_\_\_\_
- Represent IAIA, including mission statement and core values, at all times  
\_\_\_\_\_