



## **Job Description: Weight Room Attendant**

### **Description**

Weight Room Attendants oversee the weight and cardio room by maintaining cleanliness, order, and enforcing policies and procedures. Attendants ensure the safety of patrons by offering assistance and information as needed. Attendants are also responsible for conducting weight and cardio room orientations as needed.

**Pay Rate:** \$7.25-\$10.00

**Hours per Week:** Varies

**Days:** Sundays-Mondays (Must work a 6-8 a.m. shift)

### **Responsibilities**

1. Arrive on time for shift and sign into and out of log book.
2. Log number of users in the weight and cardio room each hour.
3. Attend all staff Kick-Off meetings
4. Communicate with outgoing and incoming staff any notices or relevant information regarding the weight and cardio room.
5. Perform cardio and weight room orientations as needed.
6. Walk through the weight and cardio room regularly during shift and offer to assist patrons as needed.
7. Return out of place equipment to proper locations as needed.
8. Wipe down equipment as according to the schedule.
9. Provide a spot for patrons working out alone if asked.
10. Answer questions related to fitness and exercise within the scope of the employee's knowledge.
11. Correct and report any inappropriate behavior or use of equipment by patrons. Seek assistance from supervisor where needed for severe infractions.
12. Assist with check out for weight and cardio room specific equipment.



13. Meet with supervisor during the semester to discuss your progress as an employee of the Recreation Center.
14. Must be knowledgeable about cardio, selectorized and free weight equipment and proper techniques.
15. The Assistant Director for Fitness retains the discretion to add to or change the duties of the position at any time.

## **Requirements**

1. Certified in First Aid and CPR with AED (included with training)
2. Ability to lift 50 pounds
3. Excellent interpersonal communication and organizational skills
4. Strong problem-solving skills
5. Self-motivated with the ability to work without supervision
6. Ability to lead and motivate staff
7. Available to work at least one early morning shift, weekends, and holidays
8. Certified in First Aid and CPR with AED (included with training)

## **Benefits**

1. Opportunities for advancement
2. Opportunities for continuing education
3. Competitive pay
4. Flexible Hours that work the student's schedule
5. Transferable professional skills
6. Providing a valuable service to the Rice community
7. Leadership Role
8. Future employment references/recommendations