

**Title:** Fitness Center Associate

**Exempt:** No

**POSITION SUMMARY:**

Under the general supervision of the Fitness & Wellness Manager, the Fitness Center Associate is responsible for providing outstanding guest service to members and guests of the YWCA Fitness Center by promoting healthy, positive interactions, ensuring the safety of the facility and equipment and enforcing the rules promoted by YWCA management. Management style and work ethic must be consistent with the mission of the YWCA.

**ESSENTIAL JOB FUNCTIONS:**

- **Best Practices** – To ensure a well-organized smoothly functioning fitness center to enable the participants / community to work out in a clean, safe and productive environment. Responsible for the daily maintenance and safety of the fitness center. Duties include daily cleaning and maintenance of fitness equipment, including but not limited to vacuuming under equipment, wiping equipment and mats, sweeping, deodorizing and refilling supplies. Inspects the equipment on a daily schedule and reports any unsafe conditions and equipment to the Fitness & Wellness Manager immediately. Re-racks weights and assists in maintaining a new, organized and clean fitness center.
- **Management** - Enforces all of the facility's policies, rules, and regulations in a customer friendly manner to ensure safety and member confidentiality. Responds to members concerns and questions; takes initiative on assisting members when needed and encouraging members to exercise.
- **Communication** – Market the program and recruit new classes. Orients new members to the uses of the equipment in the fitness center. Ensures that members understand how to operate the weight-resistance and cardiovascular equipment in a safe and correct manner. Responds to communication with supervisor in a timely manner.
- Perform other duties as assigned.

**EXPERIENCE REQUIREMENTS:**

Personal Training Certification and or / prior employment in a fitness facility are desired.

**EDUCATIONAL REQUIREMENTS:**

High School Diploma with education  
CPR and First Aid Certified

**SKILLS REQUIREMENTS:**

- Demonstrate the use of fitness equipment and safe exercises.
- Should be highly organized self-started, independent and self-directed, creative and detail oriented.

- Able to manage and motivate diverse groups and individuals, and work successfully as a team leader in a team environment
- Responding to and resolving complex questions and concerns
- Program planning, implementation and evaluation

**WORK ENVIRONMENT:**

Typically works in a fitness center environment, with minimal supervision.

**PHYSICAL REQUIREMENTS:**

Ability to perform routine first aid tasks. Exerting up to 50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. This job requires frequent walking and standing, including going from upstairs to downstairs for most shifts. Demonstrate use of the fitness equipment and weightlifting techniques.

I have read and understand the job description for my position. I also understand that I am responsible for meeting the standards of performance outlined in the job description as well as conducting myself in a manner supportive of the mission, vision, core values, and standards of behavior of High Point YWCA.

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**Employee Signature**

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**Date**

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**Executive Director's Signature**

\_\_\_\_\_  
**Date**

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