

# Job Description

**Position:** General Student Manager – Staff Development

## **Basic Job Duties and Responsibilities:**

- Assist the fitness center management in the total functioning of the Fitness Centers.
- Assist in the selection, training and supervision of facility attendants.
- Attend and assist in all staff training prior to the beginning of each semester.
- Assist in developing and implementing management procedures, policies and programs.
- Consistently enforce all policies and procedures that pertain to student staff and members.
- Foster professional standards among student staff (ROLE MODELING).
- Attend all staff meetings and communicate regularly with management.
- Attend additional training a week prior to classes beginning in August

## **Additional Job Duties and Responsibilities:**

- Assist more directly in staff selection, training and supervision
- Assist in maintaining staff work schedule
- Create and maintain employee incentive program (i.e. employee of the month, birthdays, staff socials)
- Assist in end of the year staff evaluations
- Maintain working order of front desk
- Provide professional development opportunities to facility attendant staff.

## **Qualifications:**

- Must maintain an overall 2.4 G.P.A.
- CPR certification (will be provided)
- 1 year of service as a facility attendant
- Strong interpersonal and communication skills
- Leadership, decision-making, confrontation and problem solving skills.

**Hours:** The total work time is at least 10 hours/week. Work hours will be divided into regularly scheduled hours and float time. Float time is defined as short periodic check-ins at the centers to ensure smooth operations. Evening and weekend hours will be required.

**Performance Appraisal:** Feedback is ongoing. If a situation arises that needs attention, it will be addressed promptly and a time for desired change will be established.

**Wage:** The rate of pay is (minimum wage + \$0.50) per hour with free membership to the Fitness Centers.

