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.