

ASHLAND UNIVERSITY

RECREATION & WELLNESS

Title: *Fitness Center Supervisor*

I. Job Summary

The Fitness Center Supervisor is responsible for the overall operation of the Fitness Center during operating hours for the Rec Center. The Fitness Center Supervisor's focus is on the safety of the patrons utilizing the Fitness Center as well as the appearance and upkeep of the area and equipment. As a member of the Recreation and Wellness team, employees should promote and encourage the department's facility, program, and staff.

II. Job Relationship

- A. Responsible to: Director of Recreation and Wellness
- B. Supervised by: Assistant Director of Recreation and Wellness, Facility Operations
- C. In the absence of full time staff, is under the supervision of the Facility Manager.

III. Responsibilities

- A. Provide excellent customer service by being knowledgeable in the Rec Center amenities & areas as well as the philosophy, policies, and procedures of the Department of Recreation and Wellness
- B. Provide instructions on proper exercise equipment use and techniques.
- C. Create a positive and approachable environment to members.
- D. Addresses patron concerns and questions involving the Fitness Center or programs taking place within the Fitness Center.
- E. Ensure safety of members in the weight room by providing various types of spotting techniques as needed.
- F. Inspect equipment and report any unsafe conditions or maintenance needs.
- G. Communicate and relay information, concerns, feedback, etc. to the Assistant Director of Recreation and Wellness, Facility Operations or to the Director of Recreation and Wellness
- H. Answer member questions and concerns pertaining to use of machines.
- I. Complete preventative maintenance on machines and equipment.
- J. Provide assistance with any fitness programming which utilizes the Fitness Center.
- K. Maintain a clean work area through completing assigned checklist duties and finding extra tasks to complete when checklist is complete.
- L. Attend mandatory staff meetings and staff trainings

IV. Risk Management Responsibilities

- A. Enforce departmental policies and procedures to ensure participant safety.
- B. Serve as primary responder to all injuries/medical emergencies that happen within the Fitness Center, or elsewhere if the first employee to arrive on the scene.
- C. Support fellow recreation center staff in response to medical emergencies that happen within the facility.

V. Position Qualifications

- A. Standard First Aid, CPR, and AED certification.
- B. Maintain a minimum 2.0 GPA