

**ESQUIMALT
POSITION DESCRIPTION**

Position No.: 3070A
Effective Date: Nov. 4/04

Position Title:	Weight Room Attendant
Department/Division/Section:	Parks and Recreation/Recreation

POSITION FUNCTION: To provide safe supervision and guidance in the weight room.

KEY DUTIES

Provide safe supervision of the weight room. Promote weight training and fitness programs and services. Under guidance from the Fitness Programmer, ensures patrons use the facility and equipment in safe manner and create a safe and healthy environment for all users of the facility.

Provide excellent customer service by responding to patron's questions and concerns, being open and approachable to all patrons. Provide rule enforcement through positive redirection and in accordance with Department and all safety guidelines.

Greet patrons; conduct classes and activities; assist patrons in the various activities associated with the program. Provide one-on-one and group program development. Provide orientation and strength and conditioning workouts to patrons. Hands on delivery of a variety of programs and services.

Liaise with Building Maintenance staff and other pertinent program staff; assist with course/program evaluation process.

Perform related duties where qualified.

INDEPENDENCE

Work is generated by program registrations and performed according to established routine.

Work is reviewed by supervisor.

Issues such as purchase of equipment, ideas for new programs and schedule changes are referred to supervisor.

WORKING CONDITIONS

Physical Effort:

Lift and move heavy program supplies (often)

Mental Effort:

Deal with multiple requests for attention. (continuous)

Visual/Auditory Effort:

Normal.

Work Environment:

Recreation Centre

KEY SKILLS AND ABILITIES

Promote, incorporate and role model the Township's core values into all program activities:

Accountability – we are transparent and take responsibility for our policies, our decisions and our actions.

Integrity – we practice high standards of ethical behaviour and open communication that inspires trust.

Respect – we value people and treat everyone with dignity and fairness.

Service Excellence – we strive to meet community needs and achieve high-quality results through teamwork, partnerships, innovation and creativity.

Passion – we approach our work with conviction and enthusiasm.

Understand and apply the principles of strength training and conditioning

Understand the principles of recreation and health for all ages

Operate a variety of weight room and fitness equipment.

Ability to perform multiple tasks.

Ability to communicate verbally and in writing in an articulate and respectful manner.

Excellent customer service skills and ability to deal with customers and staff in a courteous and tactful manner.

Ability to organize and support the work of others.

Basic math skills (adding, subtracting, multiplying and division).

Ability to maintain accurate manual and computer records

Computer Skills –keyboard and data entry skills, working knowledge of word processing and spreadsheet programs.

QUALIFICATIONS

Formal Education, Training and Occupational Certification:

Basic First Aid

CPR Level C (To be recertified annually)

BCRPA Strength Training Instructor

Thorough knowledge of weight room and strength testing equipment

6 months – 1-year experience preferred

* all qualifications must be maintained as current by staff person

Experience:

Up to 6 months of related experience or an equivalent combination of education and experience.

OTHER

Must keep informed on current trends in weight training and fitness by attending workshops and research.

Length of time to become familiar with job duties and responsibilities: varied, depending on qualifications.

May be requested to substitute in a more senior position.