



JOB DESCRIPTION

JOB TITLE: Fitness Center Assistant
CLASSIFICATION: Non-exempt
REPORTS TO: Fitness Center Coordinator
LAST UPDATED: December 9, 2021

MISSION

VINE Faith in Action promotes quality of life and a culture of caring, sustained by volunteerism, community engagement and support for neighbors in need.

POSITION SUMMARY

Under the supervision of VINE's Fitness Center Coordinator, the Fitness Center Assistant will provide a positive and encouraging workout environment for all members at the VINE Adult Community Center (VACC).

ESSENTIAL FUNCTIONS

1. Conduct Fitness Center orientations and fitness assessments for VACC members.
2. Provide members with assistance, feedback, and encouragement to ensure proper utilization of equipment and a positive member experience while at the VACC.
3. Demonstrate progressions and modifications to members based on their ability.
4. Respectfully engage all members.
5. Communicate with other Health & Wellness staff about pool activities, facility needs, and problems.
6. Open/Close the Fitness Center, depending on schedule.
7. Adhere to and enforce building protocol to facilitate a safe experience and mitigate risk of disease spread.
8. Perform other duties as assigned.

COMPETENCY – KNOWLEDGE, SKILLS, AND ABILITIES

- Display a professional, caring attitude toward all through every means of communication.
- Focus on the team and be willing to adapt to the needs of the organization.
- Demonstrate effective interpersonal, conflict resolution, and communication skills.
- Solve problems, work independently, and be creative under pressure.
- Demonstrate computer competency with the Microsoft Office suite.
- Willingness to learn other software as needed.
- Possess means of reliable transportation to and from work.

EDUCATION AND EXPERIENCE

Completed or pursuing BSc/BA diploma in exercise science, human performance, community health, or closely related field. Fitness experience in lieu of degree will be considered.

ADDITIONAL ELIGIBILITY QUALIFICATIONS

- Possess current CPR/AED certification within 90 days.
- Able to pass a criminal background check.
- VINE Faith in Action requires all employees to show proof of vaccination against COVID-19 unless they qualify for an accommodation. VINE follows the guidance of the Centers



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for Disease Control and Prevention (CDC); when recommended by the CDC, masks are worn throughout the work shift except when eating or drinking.

POSITION TYPE

This is a part-time position for day, evening, weekday, or Saturday hours based on availability and needs of the organization. 10-15 hours a week, as schedule allows.

SUPERVISORY RESPONSIBILITIES

This position does not supervise employees.

WORK ENVIRONMENT

Work will take place in a climate-controlled setting with normal business-level noise and lighting.

PHYSICAL DEMANDS

Perform all aspects of the position, including but not limited to walking, standing for long periods of time, bending, reaching, and lifting. There will be some repetitive manipulating with both hands in keyboarding. Regular contact with the VINE members.

TRAVEL

This position does not require travel other than locally for occasional business errands.

EQUAL OPPORTUNITY EMPLOYMENT

VINE is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.

SIGNATURES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

This job description has been approved by:

Supervisor _____ Date _____

Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____