



## **FITNESS ASSISTANT STUDENT RECREATION CENTER**

### PURPOSE

SRC Fitness Assistants are responsible for the direct supervision of the SRC FitFloor and FitLoft. The staff is responsible to ensure participant safety including the correct and appropriate use of equipment. Additionally, the staff is responsible to ensure equipment cleanliness, routine maintenance, and readiness for use.

### SUPERVISORY DUTIES AND RESPONSIBILITIES

- Oversee the FitFloor and FitLoft at all times to ensure the safety of participants and the security of equipment.
- Respond to all injuries and assist in immediate first aid and proper emergency procedures.
- Familiarize participants with the safe and effective use of all cardiovascular, resistance, and free weight equipment.

### PROGRAMMATIC DUTIES AND RESPONSIBILITIES

- Educate participants and enforce rules and regulations regarding the safe and proper use of the equipment and facility.
- Regularly inspect equipment and report any safety or maintenance needs.
- Limit guidance with participants to equipment use and affected muscle groups – do not advise on amount of weight, number of repetitions, or any other prescriptive recommendation.
- Assist in custodial and maintenance tasks for the equipment and facility.
- Clean and disinfect all equipment on a regular basis.
- Collect and distribute towels.
- Keep fitness desk organized, clean, and inviting.
- Communicate maintenance, custodial, or security issues to appropriate SRC personnel.
- Educate participants and student staff; adhere to, and enforce, all policies and procedures.
- Resolve participant conflicts and disputes with tact and diplomacy.
- Maintain familiarity with evacuation plans and assist during major emergencies.

### ADMINISTRATIVE DUTIES AND RESPONSIBILITIES

- Provide support to the Director and Coordinators on specific projects as needed and assigned.
- Represent the SRC and CSUB in a professional manner and act as an SRC ambassador at all times with an extensive knowledge of weight and cardiovascular equipment including proper usage. Possess general knowledge of all SRC facilities, programs and services.
- Serve as a role model to other student staff and participants.
- Provide positive public relations and policy education to participants.
- Attend and contribute to all mandatory staff meetings, workshops, and retreats.
- Provide a friendly, inclusive, service-oriented environment for all staff and participants.
- Demonstrate awareness of, and appreciation for, individual uniqueness and diversity.
- Maintain a positive relationship with staff and co-workers.
- Demonstrate commitment to student development and leadership.
- Maintain high standards and achieve high expectations.
- Maintain prompt hours and follow absence procedures.

### QUALIFICATIONS

- Currently enrolled CSUB student with at least 8 undergraduate units and 2.0 G.P.A. or graduate student with 4 graduate units and a minimum G.P.A. of 3.0.
- Previous supervisory experience in a fitness environment.
- Working knowledge of safe conditioning procedures related to various types of weight and cardiovascular equipment.

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- Extensive knowledge of Exercise Physiology, Kinesiology, safe training procedures and exercise implementation preferred.
- ACSM, NSCA, ACE, NASM or other nationally recognized fitness certification preferred.
- Certification in CPR/AED/First Aid within 30 days of hire.
- Genuine interest in a variety of individuals and commitment to providing quality service to diverse populations.
- Excellent oral and written communication skills.
- Candidates should be reliable, self-motivated, and should be able to solve problems and make decisions based on SRC mission and guiding principles.
- Knowledge of Windows based computer systems.
- Willingness and ability to work early morning, night, weekend, finals, and quarter break hours.

#### CLASSIFICATION AND COMPENSATION

Student Assistant I - \$9.00 per hour. 10-20 hours per week.

#### APPLICATION PROCESS AND DEADLINE

Pick up, complete, and return an application packet at the Student Recreation Center Welcome Desk, Career Development Center, or online at [www.csub.edu/cdc](http://www.csub.edu/cdc) - click on RunnerLink. Included in the application is the "Tips for Applicants" sheet that will help prepare candidates for the selection process.

Completed applications are due by **XXXXXX by 5:00 p.m.** to the Student Recreation Center Welcome Desk.

