



Fitness Floor Staff

Definition: Under the direction of the Associate Director Operations, responsibilities include to provide a safe, clean, enjoyable, service-oriented environment for participants at all times.

Duties:

Represent Recreation & Wellness in a professional manner with an extensive knowledge of programs.

Uphold the Recreation & Wellness mission and principles.

Ensure safe and responsible operation of the Recreation & Wellness facilities at all times.

Serve as a role model for other Recreation & Wellness student staff.

Educate participants and staff, and enforce all policies and procedures.

Open, close, and secure facilities at prescribed times and check for safety and maintenance concerns.

Ability and willingness to do light custodial duties such as sweeping, vacuuming, or cleaning surfaces.

Resolve participant conflicts and disputes.

Supervise all Recreation & Wellness facilities to ensure that activities are being conducted safely and appropriately.

Compile daily user statistics, staff, and facility reports, and document all injuries and incidents.

Respond to all injuries and assist in immediate first aid and proper emergency procedures.

During major emergencies, notify all persons in the Student Recreation & Wellness Center and direct evacuation of the facility.

Assist other staff areas with the preparation and operation of their program area as needed.

Communicate with appropriate Recreation & Wellness staff for field/facility maintenance concerns. Other duties as assigned.

Assist with adjusting Building Systems for the comfort levels of participants. Custodial cleaning of restrooms and mopping floors and through out-shifts.

Contact University Police when necessary due to problems that cannot be resolved with on-site personnel.

Attend and participate in all meetings, workshops, trainings, and retreats required of the position.

Provide a welcoming, inclusive environment for staff and participants.

Provide a friendly, upbeat and customer service oriented environment at all times. Provide on-site supervision, support, and evaluate other key personnel in the building including Membership Services and Custodial staff. Cleaning of all equipment.

Qualifications: Education: Must be enrolled in a minimum of six (6) units at California State University, San Bernardino and maintain a quarterly and cumulative G.P.A. above 2.0. Certification in CPR, AED, and First Aid is required or willingness to obtain within 30 days of employment. Availability to work early mornings, days, nights, weekends, finals, and quarter break hours.

Experience: Candidates should be reliable, self-motivated, and able to make decisions based on Recreation & Wellness guiding principles. Commitment to student development and leadership. Awareness of safety concerns and risk management. Ability to provide positive customer service. Ability to supervise student staff and/or participants. Excellent oral and written communication skills.

Compensation: \$11.25 - \$16.00 per hour.