Position Description

CREST FITNESS CENTER FLOOR SUPERVISOR
University Recreation & Sport Facilities (UR & SF)
Hilltop Recreation Center, University of Wisconsin-Eau Claire

Accountability
Reports to the Wellness Coordinator

Responsibilities
The Crest Fitness Center Floor Supervisor is responsible for providing quality customer service to fitness center members as well as educating them on how to properly use facility equipment.

Specific Duties
- Serve as a customer service representative for the facility
- Have a working knowledge of each piece of equipment in the facility
- Serve as a resource to members seeking information on how to use equipment
- Straighten equipment as needed during shift.
- Perform frequent facility sweeps to ensure the safety and well-being of participants
- Launder cleaning rags and member towels
- Market recreation programs to members i.e. Fit4Life, MSPC and Group Exercise
- Communicate facility needs, concerns, feedback and suggestions to the Wellness Coordinator.
- Be familiar with the UR&SF Emergency Action Plan and fill out appropriate reports as necessary i.e. incident and accident reports
- Enforce Crest Fitness Center facility policies and procedures
- Attend all staff meetings and trainings
- Other duties as assigned

Expectations
- CPR/First Aid and AED certifications are required.
- Criminal Background Check will be required

Qualifications and Salary
Applicants must be self-directed individuals with a strong work ethic, a positive attitude, good customer service skills and the ability to work well with others. Applicants must be at least a part-time student (6 credits for federal work study, 1 credit for non-federal) with at least two semesters remaining at UWEC.

Base Wage
Division II: $7.50 per hour

Revised August 2014 BNW