



**City of Mason**  
**Employment Opportunity**  
**For**  
**Fitness Floor Attendant**

<b>Hiring Range:</b>	<b>\$12.00 to \$17.00 (DOQ)</b>	<b>Classification:</b>	<b>Assistant</b>
<b>Reports To:</b>	<b>Program Supervisor</b>	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Posted:</b>	<b>02/14/2022</b>	<b>Department:</b>	<b>Parks &amp; Recreation</b>
<b>Working Hours:</b>	<b>Flexible</b>	<b>Status:</b>	<b>Part-time</b>

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**General Statement of Duties and Distinguishing Features of Class**

Responsible for the supervision of the Mason Community Center's (MCC) fitness and weight room facilities, with emphasis on ensuring the safety of patrons using the facilities.

**Examples of Work (Illustrative Only)**

- Demonstrates courteous, polite and respectful behavior to all patrons and facility staff members.
- Provides equipment orientation (limited to equipment features, safety and use guidelines) to MCC patrons.
- Monitors the safe and appropriate use of all fitness, cardiovascular and weight equipment.
- Ensures equipment is ready for use by properly cleaning and sanitizing throughout shift.
- Reports maintenance or repair requests in a timely manner.
- Demonstrates a basic knowledge of the facility's fitness/wellness programs and services and assists in educating patrons of their availability.
- Prepares and maintains administrative records and paperwork as requested.
- Attends in-service training sessions and/or staff meetings as requested.
- Uphold the policies and procedures of the City of Mason and Parks & Recreation Department.
- Display knowledge of the department's *Infectious Material & Exposure Incident Policy* and facility Emergency Action Procedures.
- Administer and record any necessary first aid/victim care within the level of emergency training.
- Demonstrates knowledge of all emergency procedures throughout the recreational areas.
- Performs related duties and responsibilities as required.

**Skills, Knowledge, and Abilities: The following is preferred**

- Possess and maintain current certification in American Heart Association or American Heart Association *Standard First Aid, AED and CPR*.
- Ability to lift and move objects, including weights and fitness/weight equipment
- Basic knowledge of fitness principles
- Ability to follow oral and written directions
- Good organization and interpersonal communication skills
- Ability to work a flexible schedule (including evenings, weekends & holidays)

**Physical Requirements**

Work in a recreational/office environment, frequent walking and standing; ability to lift/carry objects up to 80 pounds, stoop and crouch, sit or stand for extended periods.

I understand that I am applying for employment at will, and nothing in this job description and no oral statements made to me in connection with this job description can be construed as a contract of employment.