



**Position Title:** Fitness Center Attendant  
**Organizational Level:** Generalist  
**Duration/Status:** Regular, part-time (20+ hours per week). This position is not exempt from overtime.  
**Pay:** DOE  
**Requirements:** Must pass background check upon hire.  
**Submission Detail:** Position open until filled. Applications reviewed weekly. Submit application materials by mail to NCRD, PO Box 207, Nehalem, OR 97131, in person to NCRD Welcome Center at 36155 9<sup>th</sup> Street, Nehalem, or electronically to [debbiec@ncrdnehalem.org](mailto:debbiec@ncrdnehalem.org).

**A completed NCRD Employment Application must be submitted to be considered for the position. Failure to complete this document will disqualify the applicant from the recruitment process.**

*Job specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **GENERAL DESCRIPTION**

Under direction, the **Fitness Center Attendant** assists with the day-to-day operation of the Fitness Center to include helping users/members, collecting fees, ensuring safe practices, and in general providing services to individual well-being through education and exercise.

### **SUPERVISION RECEIVED/EXERCISED:**

Receives direction from the Fitness Center Director. The incumbent exercises lead supervision over Fitness Center Program volunteers and assigned District staff.

### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

1. Assists with the day-to-day operation of the Fitness Center
2. Ensures neatness, cleanliness, and security of Fitness Center to include:
  - a. equipment cleaned w/spray solution and free weights re-racked;
  - b. floors vacuumed and mopped;
  - c. all interior and exterior doors locked;
  - d. all windows closed and locked;
  - e. gym locked.
3. Approaches **every user** in an inviting, positive, yet business-like manner to ensure the following specific responsibilities are carried out:
  - a. to ensure accurate user tracking and accountability by collecting fees, having users sign in, and assisting with the completion of waivers and membership forms.
  - b. to assist with user/member orientation, familiarization with facility, and instruction on proper use of equipment.
4. Promotes physical fitness through personal example and interaction with members.
5. Assists the Fitness Center Director with instruction and training to include:
  - a. instructing members in training principals/procedures and exercise technique;
  - b. teaching members in the proper and preferred use of all strength and cardiovascular equipment;
  - c. providing supervision and reinforcement during members' training sessions; and
  - d. discussing physical fitness and related topics with members.
6. Assists with accurate and timely record keeping.
7. Ensures ongoing safety of volunteers, members, and equipment.
8. Assists with fund raising, promotions, special events, etc.
9. Performs other job-related duties as assigned.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Fitness Center Attendant**. A typical way of obtaining the required qualifications is to possess the equivalent of some experience training in the fitness area.

**License/Certificate:**

Possesses, or willing to obtain, certifications in First Aid, CPR/AED (AHA or ARC) and ACE-licensure as Personal Trainer or Fitness Instructor.

**KNOWLEDGE/SKILLS/ABILITIES:** *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

1. Knowledge of personal and group fitness training methods and procedures, including strength and cardiovascular training.
2. Ability to monitor exercise program activities and facilities to ensure safety; enforces the Fitness Center safety practices.
3. Demonstrated willingness to participate in ongoing training, education, and certification.
4. Demonstrated initiative yet able to take direction.
5. Demonstrated attention to detail, trustworthiness, and strong work ethic.
6. Demonstrated interpersonal skills and ability to work with the public.
7. Ability to pass the required background check.

**PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged standing, walking, reaching, twisting, turning, kneeling, bending, squatting, stooping negotiating stairs and climbing on and off exercise equipment in the performance of daily activities. This position requires good physical conditioning, as individual may teach a variety of fitness classes. Position may require assisting fitness center patrons with weights, spotting, demonstrations, etc. This position may also require the moving of heavily exercise equipment. May require lifting of objects weighing up to 100 pounds. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Note: North County Recreation District reserves the right to change, reassign, or combine job duties at any time. All skills and tasks are considered essential. This job description is intended to illustrate the general nature and level of work expected.



## Employment Application

North County Recreation District considers applicants for all positions without regard to race, color, sex, national origin, disability, marital status, sexual orientation or any other legally protected status.

<b>APPLICANT INFORMATION</b>			
Last Name	First Name	M.I.	Date
Street Address		Apartment/Unit #	
Mailing Address		City	State    Zip
Phone		E-mail Address	
Date Available	Position Applied for		
Are you a citizen of the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If no, are you authorized to work in the U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Have you ever worked for this district? <input type="checkbox"/> YES <input type="checkbox"/> NO    If so, when?			
Are you a Veteran? <input type="checkbox"/> YES <input type="checkbox"/> NO    If yes, please request Veterans Preference Form.			

<b>EDUCATION/PROFESSIONAL CERTIFICATIONS</b>			
High School		Address	
From	To	Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO	Degree
College		Address	
From	To	Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO	Degree
Other		Address	
From	To	Complete certification? <input type="checkbox"/> YES <input type="checkbox"/> NO	Cert.

<b>REFERENCES – Please list three professional references.</b>	
Full Name	Relationship
Company	Phone
Full Name	Relationship
Company	Phone
Full Name	Relationship
Company	Phone

<b>PREVIOUS EMPLOYMENT – LAST 10 YEARS – USE ADDITIONAL SHEETS AS NECESSARY</b>		
Company		Phone
Address		Supervisor
Job Title & Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Company		Phone
Address		Supervisor
Job Title & Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Company		Phone
Address		Supervisor
Job Title & Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		

<b>DISCLAIMER AND SIGNATURE</b>	
<p>By my signature, I certify that all answers and statements on the application are true and complete to the best of my knowledge. I understand that should North County Recreation District learn, at any time, of any untruthful or misleading answers, my application may be rejected, my name removed from consideration, or my employment with North County Recreation District terminated. I hereby authorize past/present employers and educational institutions to release information concerning my work or educational history to be used solely in determining my qualifications for this position. I hereby release North County Recreation District as well as those contracted by North County Recreation District from any liability or damage which may result from furnishing the information requested. North County Recreation District may make copies of this authorization available to those contacted.</p>	
Signature	Date

**Pre-employment substance screening may be required.**

**American with Disabilities Act accommodations will be provided upon request.**

**North County Recreation District is an Equal Opportunity Employer**



**RELEASE AND WAIVER**

Applicant's Name	Date
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**Important: Please read carefully and initial each paragraph before signing.**

I understand and acknowledge that I may be required to submit to a physical examination, including substance screening. Additionally, I hereby authorize the release of the results of such an examination to North County Recreation District for their use in evaluating my suitability for employment. Further, I release the examining facility and North County Recreation District from any and all liability, and from any damage that may result from the release of such information.

Initials: \_\_\_\_\_

I authorize any person, school, current employer (except as previously noted), past employer(s), and organizations named in this application form and accompanying resume, if any, and any other person or entity with knowledge of me to provide North County Recreation District with any information and opinion which North County Recreation District regards as useful to it in making a hiring decision. I release such persons and organizations from any legal liability in making such statements or furnishing any and all information North County Recreation District may seek.

Initials: \_\_\_\_\_

I understand that this application by itself does not create a contract of employment. I understand and agree that, if hired, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD OF TIME, and may, regardless of the date of payment of my wages or salary, BE TERMINATED AT ANY TIME, subject to North County Recreation District ordinances, policy, and rights provided by written contract.

Initials: \_\_\_\_\_

I have read, understand, and agree with all the above statements.	
Signature	Date

<i>Office Use Only</i>	
<i>Application Received by:</i>	<i>Date</i>