FITNESS INTERN
POSITION SUMMARY

Company mission: “To enhance and enrich the lives of our members”

POSITION: Fitness Intern

DEPARTMENT: Fitness

REPORTS TO: Fitness Manager

EDUCATION/CERTIFICATION:
Minimum of High School diploma required.
Presently working towards Degree and/or certification in area relating to Fitness, ie. Kinesiology, Personal Training, etc.

Must become Adult/Child/Infant CPR and AED certified within first 90 days after being hired.
*All required certifications must be kept current.

REQUIREMENTS:
Experience:
Previous customer service experience helpful. Outgoing personality a must.
Previous experience working with people to establish health and wellness goals is preferred.

Physical:
This position requires the individual must be capable of sitting, standing, walking, bending, jumping, dancing, climbing stairs, and carrying up to 50 lbs. This position is required to spot heavy lifts and pick up weights often throughout the day. Must be able to assist occasionally with moving heavy equipment. Must be able to stand and sit for long periods of time.

Skills, Knowledge, Abilities:
Must posses good oral communication and writing skills. Must have the ability to comprehend and communicate instructions and/or information in English.

FUNCTION:

1. Greet members and guests.
2. Assist members on equipment
3. Scheduling of appointments and fitness tests for Fitness Instructors.
4. Maintain facility such as picking up debris and loose articles off of floor and equipment, as well as cleaning and maintenance of equipment.
POSITION SUMMARY CONTIN...

5. Keep supplies stocked.

6. Provide the best possible attitude and impression of our club through interaction with members and guests.

7. Assist Fitness Manager with office duties.

8. Assist in occasional functions and classes.


All ClubSport of San Ramon/Oakwood Athletic Club Employees must project a positive, professional image, adhere to employee manual, be friendly and service oriented. This general position summary is not to be considered all inclusive. All ClubSport/Oakwood employees must be available to lend a hand when needed throughout all of the areas in the club.

I have reviewed and understand the above position guide. I realize this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. The General Manager and/or Human Resources Director reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances change. I agree that nothing in this position guide represents any form of employment guarantee. This position guide does not modify or alter in any way any existing AT-Will employment.

__________________________________________
Employee Signature                                     Date

__________________________________________
Employee Print Name

__________________________________________
Department Head Signature                             Date

Updated May 2011