



MESALANDS COMMUNITY COLLEGE

Position Announcement

POSITION:	Fitness Center Monitor
FULL-TIME/PART-TIME	Temporary Part-Time
FLSA EXEMPT POSITION:	Yes
POSTED:	06/17/24
START DATE:	ASAP
LOCATION:	On Campus
SUPERVISOR:	Executive Director of Operations

Summary:

The Fitness Center Monitor plays a key role in ensuring the safe and effective operation of the fitness center facilities. This position is responsible for monitoring equipment usage, ensuring compliance with fitness center policies, and maintaining a clean and organized environment conducive to fitness activities.

Duties:

- 1. Monitor Facility Usage:** Oversee the use of fitness equipment and facilities to ensure safe and proper utilization by members. Monitors the cameras and ID card system.
- 2. Assist Members:** Provide guidance to members regarding equipment operation and fitness center policies.
- 3. Enforce Policies:** Ensure adherence to fitness center rules and regulations to maintain a safe and respectful environment for all users. Contact members by email, phone, and in person of violations.
- 4. Maintain Cleanliness:** Regularly inspect equipment and facilities for cleanliness and functionality; clean and organize equipment, restrooms, and fitness areas as needed.
- 5. Customer Service:** Respond to member inquiries, provide information about fitness center programs, and assist with membership or access issues.
- 6. Report Maintenance Issues:** Identify and report any equipment malfunctions or maintenance needs promptly to ensure timely repairs.
- 7. Perform Administrative Tasks:** Responsible for maintaining inventory of equipment, ensures members fill out liability waiver/participation agreements, files paperwork, posts flyers, and fills out incident reports if necessary.
- 8. Performs other duties as assigned**

Qualifications:

Minimum Qualifications: The successful candidate must meet the following criteria:

- High school diploma or equivalent.
- Valid driver's license

Preferred Qualifications:

- Prior experience in fitness center operations, customer service, or a related field is preferred.
- First Aid, AED, CPR, and other related certifications preferred.
- American College of Sports Medicine (ACSM), American Sport Education Program (ASEP), National Strength and Conditioning Association (NSCA), or Certified Strength and Conditional Specialist (CSCS) preferred.

Language Skills:

Strong verbal, written, and interpersonal skills. Ability to read and interpret texts related to the discipline; documents such as safety rules, operating and maintenance instructions; and procedure manuals. Ability to write required reports, correspondence, and memos. Ability to effectively present information to individuals and groups of students and others from within Mesalands Community College and out in the community.

Mathematical Skills:

Ability to perform basic mathematical functions.

Reasoning Ability:

Ability to organize and prioritize work and meet deadlines. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

Technology Skills:

Computer Competency: Capable of applying and maneuvering within various software packages including but not limited to Microsoft Windows, Microsoft Word, Microsoft Outlook, and the Internet. Basic computer skills for maintaining records and reports.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is required to walk, stand, sit; use hands to handle or feel objects, tools, and controls; reach with hands and arms; stoop, kneel, and lift; and talk and hear. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds.

Work Schedule:

Will be required to work 25 hours per week which could include evenings, weekends, and holidays.

Closing Date:

The position is open until filled with first review of applications beginning immediately.

To Apply:

Applicants must submit: 1) a cover letter; 2) a resume; 3) a completed Mesalands Community College Employment Application; 4) unofficial copies of college transcripts. References and former employers will be contacted. Applicants will be notified if selected for an interview. Search may be extended if additional candidates are needed. Use the following link to complete the Mesalands employment application.

Mailed or fax applications will not be accepted. Use the following link to complete the Mesalands Community College Employment Application.

<https://www.mesalands.edu/faculty-and-staff/employment/>

Non-Discrimination Statement:

Mesalands Community College (MCC) is committed to creating and sustaining a community that celebrates individual differences and diversity. We are dedicated to improving access to equal opportunities to all persons. MCC is dedicated to eliminating discrimination and prohibits discrimination against any person based upon their race, age, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, pregnancy, childbirth, condition related to pregnancy or childbirth, physical or mental disability, serious medical condition, or veteran status in violation of the law, in its educational programs, activities or employment.