

Anticipated Start Date: 11/1/11

THE SALVATION ARMY
Ray and Joan Kroc Corps Community Center
St. Joseph County, IN



JOB DESCRIPTION

Position: Program Attendant
Reports To: Manager of Assigned Program
Classification: Part Time/ Hourly

Hours

8 am – 5 pm (Must be able to work weekdays, weekends and holidays as needed, hours of operation may vary.)

Job Summary:

Under general supervision from the respective program manager, the Program Attendant positions will be available for the following areas: Fitness Center, Gymnasium, Climbing Wall, Youth Activities Center, and outdoor Campus. Program Attendants will perform a variety of duties such as cleaning exercise machines and program spaces, facilitating and/or assisting with programs and events, checking out/in equipment, assisting with score keeping, activity and class prep & clean up for the St. Joseph County Ray and Joan Kroc Corps Community Center. The Program Attendant must demonstrate strong communication skills, be out-going, and enjoy building relationships with a variety of members and guests. The Program Attendant may be required to perform as the mascot (RJ).

I. Key Areas of Responsibility:

Fitness Attendant

1. Provide great customer service to the community; see that all customers, clients and members are given prompt and courteous service.
2. Demonstrate strong communication skills, be out-going, and enjoy building relationships with a variety of members working to meet their fitness goals.
3. Provide orientation to new members.
4. Assist members during workouts with proper use of equipment, proper form and safety guidelines.
5. Assist with fitness assessments, become familiar with testing procedures.
6. Maintain cleanliness of facility by cleaning equipment and fitness areas, vacuuming and sweeping.
7. Verify membership and day pass users through the POS system.
8. Maintain accurate equipment check out and check in system.
9. Provide information and answer questions about available programs.
10. Report all equipment and fitness area problems to the Fitness and Recreation Manager.
11. Notify members and staff when machines are out of working order or in need of repair.
12. Enforcing all rules that pertain to the fitness and exercise areas on a constant and consistent basis.
13. Adhere to RJKCCC operations as well as all policy procedures as adopted by Administration.
14. Observe all safety rules and regulations.

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15. Attend staff meetings as assigned.
16. Maintain confidentiality.
17. Supervise activities in the fitness areas as assigned.
18. Other duties as assigned.

Gym Attendant

1. Provide great customer service to the community; see that all customers, clients and members are given prompt and courteous service.
2. Maintain cleanliness of facility by cleaning equipment, vacuuming and sweeping.
3. Demonstrate an understanding of the rules and fundamentals of indoor sports such as basketball, volleyball, pickleball, dodgeball, badminton, floor hockey, indoor soccer and other programs offered in the gymnasium.
4. Verify membership and daily pass users.
5. Maintain accurate equipment check out and check in system.
6. Provide information and answer questions about available programs.
7. Report all equipment and gym area problems to the Recreation Manager.
8. Notify members and staff when machines are out of working order or in need of repair.
9. Enforcing all rules that pertain to the gym areas on a constant and consistent basis.
10. Adhere to RJKCCC operations as well as all policy procedures as adopted by Administration.
11. Observe all safety rules and regulations.
12. Attend staff meetings as assigned.
13. Maintain confidentiality.
14. Organize and supervise activities in the gym as assigned.
15. Operate score board when needed.
16. Other duties as assigned.

Climbing Wall

1. Provide great customer service to the community; see that all customers, clients and members are given prompt and courteous service.
2. Perform participant safety orientation.
3. Perform belaying testing for interested parties.
4. Train all interested participants to climb safely.
5. Supervise all climbers for safe practices.
6. May teach climbing skills classes.
7. Verify membership and daily pass users.
8. Provide information and answer questions about available programs.
9. Report all equipment problems to the Health and Wellness Manager.
10. Enforcing all rules that pertain to the climbing wall on a constant and consistent basis.
11. Adhere to RJKCCC operations as well as all policy procedures as adopted by Administration.
12. Provide overall supervision of climbing wall during hours of operation.
13. Observe all safety rules and regulations.
14. Attend staff meetings as assigned.

Youth Activities Attendant

1. Provide great customer service to the community; see that all customers, clients and members are given prompt and courteous service.
2. Maintain cleanliness of facility by cleaning, organizing equipment, vacuuming and sweeping.

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3. Verify membership and daily pass users.
4. Maintain accurate equipment check out and check in system.
5. Provide information and answer questions about available programs.
6. Report all equipment and gym area problems to the Fitness and Recreation Manager.
7. Notify members and staff when machines are out of working order or in need of repair.
8. Enforcing all rules that pertain to the game room on a constant and consistent basis.
9. Adhere to RJKCCC operations as well as all policy procedures as adopted by Administration.
10. Observe all safety rules and regulations.
11. Attend staff meetings as assigned.
12. Maintain confidentiality.
13. Organize and supervise activities in the game room as assigned.
14. Other duties as assigned.

Campus Attendant

1. Provide great customer service to the community; see that all customers, clients and members are given prompt and courteous service.
2. Monitor and assure proper usage of outdoor basketball courts, sand volleyball pit, play areas, playing fields, amphitheater and other outdoor amenities.
3. Maintain cleanliness of the campus by picking up trash and cleaning outdoor equipment.
4. Verify membership and daily pass users.
5. Maintain accurate equipment check out and check in system.
6. Provide information and answer questions about available programs.
7. Report all equipment and campus related problems to the Recreation Manager.
8. Notify members and staff when outdoor equipment is out of working order or in need of repair.
9. Enforcing all rules that pertain to the campus on a constant and consistent basis.
10. Adhere to RJKCCC operations as well as all policy procedures as adopted by Administration.
11. Observe all safety rules and regulations.
12. Attend staff meetings as assigned.
13. Maintain confidentiality.
14. Organize and supervise outdoor activities as assigned.
15. Operate score board when needed.
16. Other duties as assigned.

II. Qualifications:

1. High school diploma, GED equivalency, or currently enrolled in high school with approved working papers.
2. Interest in pursuing a degree or accredited certification in fitness field, (ACSM, NSCA, ACE, or AFAA)
3. Must uphold the scope and practice of fitness professionals.
4. Must comply with all applicable business, employment and copyright laws.
5. Must uphold and enhance public appreciation and trust for the fitness industry.
6. Maintain the confidentiality of all clients' information.
7. Maintain a drug and alcohol free work environment.
8. Computer experience helpful.
9. Ability to communicate effectively with clientele and staff.
10. Must have, or be able to obtain within the first 30 days of employment, First Aid/CPR

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11. AED certification.
12. Must be in good physical and mental health.
13. Demonstrate the ability to relate positively and energetically with staff, clients members and customers.
14. Have the ability to work with children, parents, staff and a variety of age groups in a capacity of leadership, counseling and education.
15. Must have the ability to maintain a non-judgmental attitude in working with customers, clients, members and staff.
16. Maintain a professional attitude an approach to problem solving.
17. Must be able to work independently, with minimal supervision.
18. Must have command of the English language and possess excellent verbal and written communication skills.
19. Must be able to work independently, with minimal supervision.
20. Must have command of the English language and possess excellent verbal and written communication skills.
21. Maintain a professional attitude and approach to problem solving.
22. Thrive in a team-oriented environment. Be a team player.
23. Ability to work in a fast-pace environment and maintain poise under pressure.
24. Ability to empathize and communicate with low-income and vulnerable people.

III. Physical Requirements:

1. Ability to sit, walk, stand, bends, squat, climb, kneel, and twist on an intermittent or continuous basis.
2. Ability to grasp, push, pull objects and reach overhead.
3. Ability to lift and carry 40 lbs.
4. Attendance/Punctuality

Qualified individuals must be able to perform the essential duties of the position with or without accommodations. A qualified person with disability may request a modification or adjustment to the job or work environment in order to meet the physical requirements of the position. The Salvation Army will attempt to satisfy requests as long as the accommodation needed is reasonable and no undue hardship would result.

The Salvation Army Mission Statement:

The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

The Kroc Center Vision Statement:

In keeping with the mission and holistic approach of The Salvation Army, the Ray and Joan Kroc Corps Community Center provides facilities, programs and services that encourage positive life-changing experiences for children and adults which strengthen families, and enrich the lives of seniors.

The Vision of the St. Joseph County Kroc Center is to:

Promote Wellness, Encourage Excellence, Build Character and Inspire Faith

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Special Comments

I further understand that The Salvation Army does not participate in unemployment compensation insurance, and I will not accrue unemployment benefits while working for The Salvation Army.

The Salvation Army uses job descriptions to aid in various human resource functions. A job description normally is shared with the employee at the time of hire and a copy signed by the employee should be kept in the personnel file. It will help you and your supervisor to communicate about job responsibilities. However, these descriptions are not fixed organizational policy. They are guidelines and are subject to change. From time to time, you may be requested to perform duties and handle responsibilities that are not a part of your normal job description.

I have read and understand the Job Description as outlined above.

(Signature)

(Date)

(Supervisor)

(Date)