

DiSepio Institute for Rural Health and Wellness
Student Employment
Position Descriptions

I. Fitness Center Associate

This part-time position will work under the supervision of the Health Promotion and Service Specialist and the Administrative Coordinator.

Perform duties as listed below in addition to the duties that are described under the Fitness Center Assistant position description.

Duties

Member/Guest

- Supervise night, weekend, and/or holiday fitness center activities and programs.
- Monitor the proper usage of the Group Exercise Room.
- Check out keys to the Group Exercise Room for instructors according to the schedule of events.
- Direct any questions regarding membership fees to the Health Promotion and Service Specialist.
- Direct anyone with a question regarding personal training or fitness assessments to the Health Promotion and Service Specialist.

Environmental Control

- Open and close the Fitness Center as assigned and according to policies and procedures.
- Follow risk management protocol if any injury, illness, or other event occurs in the Fitness Center
- Following an injury, illness, medical emergency, or other event, fill out an incident report according to protocol.
- Assist general preventive equipment maintenance.
- Promptly take out of service and inform the Administrative Coordinator of any piece of equipment that has malfunctioned.
- Assist with event set-up and break down for special events.
- Assure the proper function during opening times of all audiovisual devices.

Administrative

- Assist in training Fitness Center Assistants.
- Assist in the guidance of the Fitness Center Assistants.
- Assist in scheduling and monitoring Fitness Center Assistants.
- Record statistical data on facility area usage.
- Assist with equipment inventory.
- Assist in development of promotional materials.
- Perform other duties as assigned by the Administrative Coordinator and the Health Promotion and Service Specialist.

Qualifications

- Current student in good standing at Saint Francis University
- Maintain Current CPR, First Aid, and AED Certification or agree to be certified upon hire.

II. Fitness Center Assistant

This part-time position will work under the supervision of the Health Promotion and Service Specialist and the Administrative Coordinator.

Duties

Member/Guest

- Monitor and verify access of students, faculty, staff, research participants, physical therapy clients, and guests into the Fitness Center and Group Exercise Room.
- Greet members and guests as they enter and exit the facility.
- Educate members/guests on facility policies and enforce same.
- Ensure that there is not misuse of membership identification cards.
- Monitor the members/guests for any potential medical emergencies.
- Ensure that all fitness areas are a safe place to train.
- Educate members/guests on exercise safety and etiquette policies and enforce same.
- Educate members/guests on the proper use of exercise equipment.

Communications

- Answer phone calls during open facility hours.
- Communicate correct information to inquiring individuals.

Environmental Control

- Assist in opening and closing duties as assigned.
- Assist in proper risk management procedures for any injury, illness, medical emergency, or other event according to protocol.
- Check-out equipment and keys to instructors for aerobics classes.
- Maintain a clean and neat work environment.
- Dress according to the required attire policy.
- Promptly inform the Fitness Center Associate of any piece of equipment that has malfunctioned.
- Ensure the cleanliness of the facility and equipment (e.g., spot clean floors clean inside windows, organize equipment in fitness center and aerobics room, stock sanitary wipes for equipment, and clean equipment as needed.)

Administrative

- Receive or arrange payment for guest services.
- Attend all scheduled meetings and training sessions.
- Assist in tracking facility area usage.
- Perform other duties as assigned by Health Promotion and Service Specialist and the Administrative Coordinator.

Qualifications for Fitness Center Assistants

- Current student in good standing at Saint Francis University
- Maintain Current CPR, First Aid, and AED Certification or agree to be certified upon hiring.

III. Welcome Desk Assistant

This part-time position will work under the supervision of the Health Promotion and Service Specialist and the Administrative Coordinator.

Duties

Member/Guest

- Provide quality customer service to all users of the DiSepio Institute for Rural Health and Wellness.
- Greet members and guests as they enter and exit the facility.
- Direct members, guests, and vendors as they enter and exit the facility.
- Assist members, guests, and vendors with questions pertaining to events or the facility.

Communications

- Answer phone calls properly during open facility hours.
- Communicate correct information to inquiring individuals.

Environmental Control

- Assist in opening and closing duties as assigned.
- Monitor the closed circuit security system to assist in building safety protocol.
- Maintain a clean and neat work environment.
- Dress according to the required attire policy.
- Provide visual security for the common areas in the DiSepio Institute for Rural Health and Wellness.

Administrative

- Maintain inventory of all Welcome Desk products.
- Attend all scheduled meetings and training sessions.
- Maintain the building's Lost and Found service.
- Assist with special event set-up duties when available and necessary.
- Perform other duties as assigned by Health Promotion and Service Specialist and the Administrative Coordinator.

Qualifications for Welcome Center Desk Attendants

- Current student in good standing at Saint Francis University
- Maintain Current CPR, First Aid, and AED Certification or agree to be certified upon hiring.