



Job Posting

Job Title: Fitness Desk Attendant

Department: Culture and Recreation

Reports to: Supervisor of Programming

Rate of Pay: \$17.41 - \$19.44 per hour

Posting Date: February 5, 2024

Posting Deadline: February 19, 2024

Summary

The Fitness Centre Attendant is responsible for monitoring members within the Vollmer Fitness Centre, selling memberships, ensuring members check-in, and for providing direction and orientation on the safe use of equipment and gym procedures.

Primary Duties and Responsibilities

1. Greet the public, respond to inquiries, and provide a high standard of customer service
2. Collect payments from customer as required
3. Ensure that individuals using the Vollmer Fitness Centre have valid memberships
4. Communicate with fitness participants and provide direction and orientation on the safe use of equipment and gym procedures
5. Maintain a safe fitness environment at all times in order to avoid foreseeable accidents
6. Present a professional appearance and positive attitude at all times
7. Demonstrate excellent communication and problem solving skills
8. Must be knowledgeable of current and ongoing programs and services
9. Complete all required reports such as attendance, membership agreements, accident/incident reports, statistics, etc.
10. Respond to all incidents, accidents, and/or emergencies in accordance with established standards

11. Participate in meetings and in-service training as required
12. Other duties as assigned

Qualifications

- Minimum of six (6) months previous related experience
- Strong working knowledge of Microsoft Office (Word, Excel, Outlook)
- Excellent verbal and written communication skills
- Must hold and maintain the following:
 - Standard First Aid Certification (WSIB recognized)
 - CPR Basic Rescuer (Level C) Certification (current within 1 year)
 - Automated External Defibrillator

Qualifications Considered Assets

- Previous experience with the Town of LaSalle
- Previous experience with ACTIVE Net recreation software
- Strong interpersonal skills, ability to deal with diverse individuals and confidence to effectively address conflict situations
- Self-motivated individual with excellent organizational and time management skills
- Ability to work cooperatively and effectively both in a team environment and independently
- Relevant fitness certifications or qualifications

Working Conditions

- Duties shall be primarily performed indoors
- Manual dexterity to use desktop computer
- Safety equipment as required

Hours of Work

- Hours of work are Sunday – Saturday; days, evenings, weekends, and holidays as required
- 0-44 hours per week

Physical Requirements

- Physical work environment requiring extended periods of walking, standing, crouching, bending, sitting, and demonstrating the safe use of fitness equipment

Leadership Responsibilities

- None

Application Process

All applications for employment within the Culture and Recreation Department must be submitted online by completing the [Part-Time Application](#) by the posting deadline. Late applications will not be considered.

We thank all applicants who apply for this position, but only those candidates selected for an interview will be contacted. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used solely for the purpose of candidate selection. We are dedicated to equal opportunity. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Police Records Check

Successful applicants to this position will be required to provide a Police Vulnerable Sector Check that is satisfactory to the Town prior to their start date at their own cost.