



6651 SW Capitol Highway, Portland, OR 97219
P: 503.244.0111 F: 503.245.4233 www.oregonjcc.org

OPENING DATE: September 28, 2010
JOB TITLE: Fitness Attendant
REPORTS TO: Fitness Manager
STATUS: Part-Time, < 25 hrs/wk
COMPENSATION: \$9.00 - \$10.00/hr

TO APPLY: Obtain an application from the Mittleman Jewish Community Center, 6651 SW Capitol Highway, Portland, OR 97219, 503-244-0111; or at our website: www.oregonjcc.org. **A signed, completed application is required; submission of a resume is optional and does not replace the application form.** Please include copies of your current first aid / CPR certifications. Please return your application to the attention of the MJCC Human Resources Office at the address noted above. MJCC is an Equal Opportunity Employer

INTRODUCTION

The Fitness Attendant is responsible to maintain, oversee and provide customer service in the cardio-fitness center.

QUALIFICATIONS (Any combination of experience and training that demonstrates the ability to perform the duties of the position is qualifying. This would typically include:

- Six months' experience assisting customers in a fitness center or gym that includes work with strength training and cardiovascular equipment. Current certifications in First Aid, CPR and AED.

Knowledge: Knowledge of the safe use and operation of strength training and cardiovascular equipment; general knowledge of body mechanics and anatomy.

Skill: Skill in the use of a variety of fitness equipment.

Ability: Ability to project a positive, professional image; ability to communicate effectively with others, both orally and in writing; ability to understand and follow oral and/or written policies, procedures, and instructions; ability to work effectively with co-workers in a diverse workforce; ability to respond appropriately to question/concerns from other employees and the public; ability to work independently and make decisions within established procedures; ability to work a flexible schedule as needed.

PHYSICAL REQUIREMENTS OF THE POSITION:

Duties are performed in a fitness center and require the ability to demonstrate the proper and safe use of exercise and weight training equipment. This typically involves pushing, pulling, gripping, bending, stooping and walking. Normal-range acuity in vision and hearing is required.

TYPICAL EXAMPLES OF WORK (These examples represent the essential functions of the position. They are not, however, inclusive of all the duties the position may perform.)

1. Conduct equipment orientations. Offer useful, tactful and safe advice regarding the use of equipment.
2. Perform basic administrative support duties including scheduling of floor attendants.
3. Provide excellent customer service. Provide information specific to fitness center programs, and general information about MJCC operations. Answer questions and address concerns within scope of authority.
4. Ensure that equipment is properly maintained and is in safe working condition. Clean exercise equipment as needed.
5. Keep Fitness Director informed of needs, questions, and changes of the clientele.
6. Enforce facility and fitness program policies.

ELIGIBILITY

Under the provisions of the Immigration Reform and Control Act of 1986, MJCC requires any person hired or rehired to provide evidence of identity and eligibility for employment on the date of hire.

MISSION

Mittleman Jewish Community Center is a vital institution for Jewish culture and identification, proud to offer its programs and services to everyone. For more than 80 years, the MJCC has offered educational, social, cultural and recreational programs.

MJCC IS AN EQUAL OPPORTUNITY EMPLOYER