

Position Announcement

Department of Campus Recreation

Position: Weight Room Supervisor
Location: Halas Sports Center, Lakeshore Campus

General Job Description:

Weight Room Supervisors report to the Fitness Program Coordinator. Duties include:

- Assume facilities and program supervision of weight room, cardio, and other fitness areas on scheduled morning, afternoon, and/or evening shifts.
- Enforce all rules and regulations associated with facility operations and protocol.
- Evaluate and maintain the overall appearance, cleanliness, and safety of all the before mentioned facilities. Supervisor will report all unsafe and/or unusual observations to building manager.
- Perform routine upkeep on all machines including daily cleaning and maintenance. Supervisor will complete cleaning duties assigned during the shift the employee works, and report any issues with equipment or machines.
- Routinely walks around the facility areas to ensure proper coverage and safety.
- Assist with reducing safety risks due to improper use of machinery and equipment.
- Provide quality customer service support to facility members, visitors, and guests.
- Execute risk management plan, and provide first response to injuries and / or emergencies.
- Answer questions that any facility member, visitor, or guest might have about campus recreation programming and special events.

Qualifications:

- Arrives on time for shifts, works during scheduled hours, and makes arrangements for replacements as needed.
- Individuals should have flexible hours and willing to work some weekends. Qualified individuals will be available to substitute when necessary.
- Individual should be able to demonstrate leadership skills, customer service skills, and ability to work effectively with staff, students, and members of diverse backgrounds.
- Must possess a strong, outgoing personality, and be able to work on projects and daily tasks with little advisement and supervision.
- Able to stay on task and complete all requirements of the position without constant direction.
- Individual must have strong communication and interpersonal skills, and the ability to work as a team player.
- Individuals hired are required to attend all departmental orientation and training sessions and mandatory staff meetings.
- Able to answer questions about campus recreation programming and events as they develop.

Required Skills:

- Fine attention to detail, professionalism, dependability, and communication skills.
- Ability to work independently and in a team setting.
- Individuals must possess First Aid, Adult CPR/AED, and Blood Borne Pathogens. Training will be provided.
- Must be work-study eligible.

Preferred:

- Personal interest in fitness and overall physical health and wellness.