**Job Title:** Fitness Staff  
**Location:** North and South Campus – University of Alberta  
Faculty of Physical Education and Recreation  
**Position Type:** Part Time, Casual  
**Time Commitment:** Minimum 10 hours a week  
Must be available to work early mornings, evenings, and weekends  
Preference will be given to current University of Alberta Students but is open to all applicants  
**Rate of Pay:** $15.00/hr + 4% vacation pay, 3.46% stat pay; 1.5% premium  
**Responsibilities:**  
- Provide exemplary customer service to Hanson FLC and SCSC Fitness centre users  
- Day to day management and support of a large group fitness  
- Greet and respond to patron inquiries regarding facility usage, programs, memberships, events and general information regarding Campus and Community Recreation  
- Directs or responds to all incoming phone and email inquiries/comments  
- Conduct daily opening and closing procedures  
- Provide day-to-day administrative assistance for special projects  
- Work as part of a team  
- Ensure participant and instructor adherence to the Program Policies and Procedures  
- Attend Fitness staff meetings  
- Serve as an Ambassador of the Campus and Community Recreation Fitness team  
**Qualifications:**  
- High School Diploma required  
- Strong front-line customer service skills  
- Current Standard First Aid, CPR Level C and AED training is mandatory  
- Current AFLCA or CSEP certification an strong asset  
- Ability to work successfully in a busy, fast-paced environment where teamwork and good communication, organizational and interpersonal skills are required  
- Knowledge of computers and relevant software applications (i.e. Google Apps, Microsoft Word & Excel)  
- Experience in CLASS software is an asset  
- NOTE: Must be able to attend training January 19th, 2019  
**Key Competencies**  
- Enthusiasm for all aspects of health and fitness  
- Dynamic communication skills  
- Professionalism, initiative and reliability  
- Problem solving skills  
- Attention to detail  
**Application Procedures:**  
- Email cover letter and resume to fitness@ualberta.ca.  
- Applications will be accepted until January 10th, 2019  
- We thank all interested applicants; however, only those applicants selected for an interview will be contacted