



Job Title:	Fitness Staff
Location:	North and South Campus – University of Alberta Faculty of Kinesiology, Sport, and Recreation
Position Type:	Part Time, Casual
Time Commitment:	Minimum 10 hours a week Must be available to work early mornings and daytime Monday-Friday Preference will be given to current University of Alberta Students
Rate of Pay:	\$13.68/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 certification is mandatory
- Current AFLCA or CSEP certification a 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

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 September 30, 2018
- We thank all interested applicants; however, only those applicants selected for an interview will be contacted