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