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, 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 Intelligenz 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.
- We thank all interested applicants; however, only those applicants selected for an interview will be contacted